

CELYNE MARIE A.

Accounting Clerk

ID: 8220

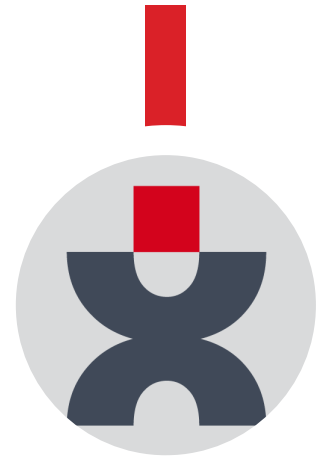
Good day! My name is Celyne. Ill be honest, I don't have a strong background in agriculture, but I am hardworking, motivated, and very willing to learn. Here in the Philippines, most of my work experience has been in administrative tasks, which helped me develop skills in organization, responsibility, and attention to detail. I also have some minimal experience with farm chores and handling tools from the place where I grew up, which taught me the value of patience, teamwork, and dedication. I am physically fit, adaptable, and open to training, and with my determination, I believe I can quickly adjust and contribute to your farm operations. I am looking forward to the opportunity to work with you.

General information

Considering industry	Office management and Finance
Type of employment	Unskilled worker
Age	27 (1998)
Original nationality	Philippines
EU Citizenship	No

Location of residence

Country of residence	Филиппины
City of residence	Davao
Staying type	Other



| Work Experience

Work period	from 01.09.2020 to 01.10.2021
Страна	Филиппины
Industry	Office management and Finance
Специализация	Accounting Assistant
Сектор	Accounting
Responsibility	

I support the finance and accounting team by performing clerical and administrative tasks related to financial recordkeeping. My duties include processing invoices, preparing vouchers, handling accounts payable and receivable, monitoring expenses, reconciling records, and assisting with the preparation of financial reports. The role also involves filing and maintaining accurate documentation, ensuring compliance with company policies, and supporting auditors during reviews.

Work period	from 01.07.2019 to 01.12.2020
Страна	Филиппины
Industry	Office management and Finance
Специализация	Office Clerk
Сектор	Administrative
Responsibility	

I provide administrative and clerical support to lawyers, paralegals, and clients to ensure smooth daily operations. The role involves managing correspondence, answering phone calls, scheduling client meetings, organizing case files, and maintaining confidential legal documents. Attention to detail, discretion, and strong organizational skills are essential, as accuracy and confidentiality are highly valued in the legal field.

Work period	from 01.01.2024 to Present
Страна	Филиппины
Industry	Office management and Finance
Специализация	Office Clerk
Сектор	Administrative
Responsibility	

I provide general administrative and clerical support to ensure smooth daily operations within an office. My role typically includes tasks such as filing and organizing documents, answering phone calls, handling correspondence, scheduling appointments, and maintaining records. I also assist in data entry, preparing reports, and supporting other staff with routine office tasks. Attention to detail, time management, and basic computer skills are important, along with the ability to multitask and maintain confidentiality.

Work period	from 01.10.2021 to 01.11.2023
Страна	Филиппины
Industry	Office management and Finance
Специализация	Operations Manager
Сектор	Administrative
Responsibility	

I am responsible for overseeing the overall operations, performance, and growth of a branch. I manage staff, setting and achieving sales or performance targets, ensuring excellent customer service, and maintaining compliance with company policies and industry regulations. I also handle budgeting, financial reporting, and day-to-day administrative functions while motivating their team to meet organizational goals. They also serve as the main representative of the branch, fostering relationships with clients, the community, and stakeholders. Strong leadership, decision-making, and people management skills are essential for this role.

Education

Type of education	Высшее образование бакалавра
Статус образования	Закончено
Educational institution	Cor Jesu College
Страна	Филиппины
Period	from 01.06.2015 to 01.04.2018

Описание

I hold a degree in Business Administration, major in Financial Management, which equipped me with knowledge and skills in financial analysis, investment strategies, corporate finance, and risk management. My academic background has trained me in decision-making, budgeting, and the use of financial tools to support organizational growth. Through this program, I developed a strong foundation in both business operations and financial planning, allowing me to adapt to various roles in accounting, banking, and business management.

Языки

Язык	Английский
Уровень	Средний продвинутый

Driver's license

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