

CHRISTIAN DIVINO DC. BALDAZO

Birthday: May 11, 1999

Sex: Male

Civil Status: Single

Address: Al Falah street. Abu Dhabi, UAE

Email: ybaldazo@yahoo.com

Mobile: 055 844 3054



OBJECTIVE

To obtain a position in a well-established and progressive company where I can effectively use my skills and abilities, quality assurance, program development with full capacity and training experience in order to make a positive contribution to the company.

SKILLS AND ABILITIES

- Computer Literate/Proficient in Microsoft Office (Excel/Word, Internet and PowerPoint)
- High personal integrity and able to relate and to create trust in all.
- Highly articulate, confident and persuasive team builder, able to motivate and communicate to achieve exceptional business performance.
- Excellent in communication skills.
- Career minded and with skills in driving.
- Eager to learn and accepts new things especially those that will contribute on my improvement.
- Proven ability to quickly learn and apply new Technologies and good interpersonal skills, flexible and fast learner.
- Organized person and works well with a minimum supervision.
- Handle cash, credit or check transactions with clients.
- Active listening, social skills and empathy.
- Time management.
- Typing and filling.
- Critical thinking.
- Attention to detail.

WORK EXPERIENCED

Internal Audit/Customer Service

Toyota Nueva Ecija, Inc.

Km.106,Mahrlika Highway,Brgy. Gomez, Sta Rosa, Nueva Ecija.

January 26,2021- October 14, 2023

DUTIES AND RESPONSIBILITIES:

- Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.
- Verifies assets and liabilities by comparing items to documentation.
- Complete audit work papers by documenting audit tests and findings.

- Prepares special audit and control reports by collecting, analyzing, and summarizing operating information and trends.
- Interview clients to learn financial and operational information.
- Insurance phone call of renewals and new business of vehicle and answer queries.
- Visit to the house of clients of lost renewals, Promoting the auto insurance of lost renewals clients.
- Call the tipster if the transaction is correct.
- Call all the bidder for salvaged parts bidding.
- Handle cash, credit or check transactions with clients in the service caravan.
- Monitoring sales status.
- Attend audit meetings.
- Document record keeping.
- Sap audit management.
- Maintain confidentiality of the audit information
- Giving honest opinion of a process.
- Evaluate internal controls.
- Audit commission and incentives.
- Mall display surprise audit.
- Payroll checking of rank and file
- Monitoring daily advances.
- Checking of purchase order summary.
- Marking paid of insurance at the IMS
- Processing Refund of down payment, over payment and offsetting to other service.
- Checking the passbook vs. receipt, to find out if the deposited to the bank is tally.
- Analyze financial records for variances.
- Observe physical inventory process.
- Prepare audit recommendation to present to management.
- Complete and keep track of all audit paperwork.
- Audit of Top Marketing Professional.
- New Vehicle Inventory Report.
- Monthly sales report.
- Drc and Daily releases monitoring.
- Plate inventory.
- Bidding and for sale. Call all the bidder of the scrap and they will come to the dealer and I'm the one who transact to them.
- Open repair Order Report.
- Caddy Inventory
- Inventory of tools and equipment for Toolroom and Body paint Room.
- Checking of Manuals of toolroom and Training room.
- Locker room audit.
- Physical inventory of units inside.
- Checking of locker room.
- Checking of PPE.

- Gate pass of asset and caravan with supplies for return or not.
- Checking of returned supplies/parts caravan.
- Insurance salvage parts disposal.
- Insurance phone call audit of lost renewal and new business.
- Visit to the house of clients of lost renewals
- Cash handling of service caravan.
- Checking of cashier's daily cash receipt per Sap
- Marking paid of insurance at the IMS.
- Commission Checking of Sales, Service and Parts Department.
- Checking of Insurance PR.
- Audit expense statement.
- Petty cash count and cash count of cashier's collection
- Checking credit and collection for OR.
- Checking AP vouchers.
- Checking of excess chemicals.
- Stocktake Inventory of parts and chemicals to check if no variance. Actual vs. sap system.
- Open Counter Invoice.
- Counterman Override.

Audit Staff

Royce Credit and Financial Services Inc.

Burgos Avenue, Cabanatuan City

Oct 2, 2019 – Feb 29, 2020

- Performed internal audits of financial and departmental operations, developing risk assessments and conducting process walkthrough for compliance with documented processes.
- Performed analysis and drafted findings and recommendations into detailed monthly reports.
- Policy Compliance.
- Fraud investigation,
- Prepare audit recommendation to present to management.
- Complete and keep track of all audit paperwork.
- Visit the house of client to check their payment receipt vs. summary of payment of client, copy from head office to avoid fraud.
- Inventory of parts
- On the spot cash count.
- Units inventory.

On-the-Job Trainee

Nissan Royce Motor Inc.

Vehicle Sales Department
Km.112 Maharlika Highway,Cabanatuan City
Nov 27, 2018 – March 21, 2019

EDUCATION

**Bachelor of Science in Business Administration
major in Marketing Management**
College of the Immaculate Conception
J.Illano St. Sumacab Este, Cabanatuan City, Nueva Ecija
2015 – 2019

Secondary Education
Holy Cross College
Sta Rosa, Nueva Ecija
2011-2015

Grade School
Jesus Is lord Christian School
Brgy. Isla, la Fuente, Nueva Ecija
2005-2011

SEMINARS / WORKSHOPS ATTENDED

MADWORLD” Unmasking the Big Narrative”
MOA Arena, Pasay City
March 4, 2018

JUAN BIG IDEA” Ang Paglipad ng Marketistang Pilipino”
Victory Coliseum, Municipal Compound, San Rafael, Bulacan
December 10, 2017

MAD WORLD “ Generation of Digital Contagion”
MOA Arena, Pasay City
January 31, 2016

STRATMARK “Going Global”
SMX Convention Center, MOA Grounds, Pasay City
November 29, 2015