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CHRISTINE A. REY



POSITION APPLYING FOR: ACCOUNT ASSISTANT/ADMIN

OBJECTIVE:

To be part of an organization where I can fully utilize my skills and make a significant contribution to the success of the Employer and at the same time to my individual growth.

WORK HISTORY:

SOUTH BACOLOD GENERAL HOSPITAL

*Araneta Highway, Brgy. Pahanocoy, Bacolod City,
Negros Occidental.*

AUDIT STAFF

September 25, 2023- May 23, 2024

Duties and Responsibilities:

- Assigned to audit the payroll using Paylite System
- Monitoring the accounts receivables of patients and their guarantors.
- Updating the records of the patients if they are already paid or unpaid and making summary report of it.
- Everyday cash count in the hospital canteen.
- Surprised cash count and Audit in hospital cashier, admitting section and pharmacy.
- Spot Audit in Emergency rooms, operating, delivery, laboratory, dialysis, NICU, ICU and All Nurses stations.
- Inventory count in pharmacy, dietary, and hospitals equipments like oxygen, syringes and medicines.
- Making audit finding reports of the inventories, surprised cash count and in payroll.
- Encoding and monitoring the Doctor's Cheque, the name, their amount and the date it is released.
- Generating Purchase request, Purchase Orders and deliveries receiving reports.

PERSONAL SKILLS

- Basic Knowledge in MS Office (Excel, Word and PowerPoint)
- Knowledge in Financial Management System of our hospital
- Knowledge in Hospital Management System.
- Knowledge in Materials Management System.
- Well-developed communication, organization and interpersonal skills.
- Ability to work efficiently with less supervision.
- Ability to adapt and efficiently work under pressure.
- Ability to work harmoniously and flexible in a team.
- Fast Learner

EDUCATION DETAILS:

- ✧ Bachelor of Science in Business Administration Major in Financial Management 2019-2023)
Kabankalan Catholic College,
Kabankalan City, Philippines.

SEMINAR & TRAININGS

- On the Job Training
Data Encoder/Sorting of Cash Vouchers
COFA (Consolidated Farmers Association) Kabankalan Branch
January 25, 2023- May 15, 2023

KEY SKILLS

- ✧ Basic computation of payroll.
- ✧ BIZBOX System

PERSONAL DETAILS

- ❖ Nationality : Filipino
- ❖ Marital Status : Single
- ❖ Languages : English, Tagalog
- ❖ Religion : Christian
- ❖ Visa : Tourist Visa
(Expiry: August 2024)