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Airport Road Abu Dhabi,
United Arab Emirates

Education

**Bachelor of Science in
Business Administration
Major in Financial
Management**
Kabankalan Catholic College
2019 - 2023

Expertise

Knowledgeable in auditing,
accounting, and financial

Well-versed in MS Office (Excel,
Word and PowerPoint)

Proficient in Hospital / Financial
/ Material Management System
of a hospital

Ability to work efficiently with
less supervision, can adapt,
and work under pressure

Ability to work harmoniously
and flexibly in a team, and a
fast learner

CHRISTINE A. REY

ACCOUNT ASSISTANT/ADMIN

Profile

Dedicated and detail-oriented Accountant Assistant with years of accounting, auditing, purchasing and administrative experience. Seeking to join an organization where I can leverage my skills to contribute significantly to the company's success while also advancing my own professional development

Work Experience

BRANDS FOR LESS LLC

Stall & Market Sales Person

Aug
2024
-
Present

- Greet and direct customers
- Assess customers' needs and provide assistance to their inquiries
- Check & maintains items prices & information
- Provide customers with details about items.
- Monitor stocks and inform the Manager
- Keep track of inventory
- Ensure that the customer is taken care of while making a purchase
- Maintains the items to be in proper place
- Helps in meeting the sales target goal

South Bacolod General Hospital

Audit Staff

Sep
2023
-
May
2024

- Assigned to audit the payroll using Paylite System
- Monitoring the accounts receivables and making summary report
- Monthly inventory
- Audit finding reports
- Processing non-supplier payments
- Generating Purchase request, Purchase Orders and deliveries receiving reports
- Ensure procurement processes are followed and documentation is accurately maintained
- Support to senior management

Consolidated Farmers Association

Data Encoder / Cash Voucher Sorting Clerk

Jan
2023
-
May
2023

- Accurately encode financial data
- Ensure all entries are complete and accurate, matching the source documents
- Sort and organize cash vouchers
- Verify the completeness of cash vouchers
- Maintain up-to-date and accurate records
- Assist in preparing financial reports
- Assist in other administrative or finance-related tasks as required by the Administrative Manager or Finance Supervisor.