

# SHEENA MAE D. SAGARINO

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

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Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my technical skills & abilities and utilize my creativity and innovative thinking for the benefit of the organization and myself.



## Experience

June 2022 – September 2024

### Account Specialist

**AKAP LENDING INVESTOR CORPORATION**, Quezon City

- Provides accounting and clerical support to the accounting department.
- Preparing monthly consolidated financial statements, and monitors daily cash activities, including payments of clients, disbursement and receipt of funds.
- Prepares, posts, verifies, and records vouchers and reconcile all expenses.
- Responsible for monitoring accounts and loans to ensure payments are current.
- Checking for accuracy in reports, figures and posting and maintaining accounting documents and records.
- Doing clearances for fully paid clients and reconciling bank statements.

September 2018 – February 2020

### Office Staff

**PCDD WEB TECHNOLOGY INC.**, Makati City

- Performing data entry tasks and maintaining files.
- Collecting and providing information, imputing data, making copies and stores important documents and records.

## Achievements/Responsibilities

- Department Property Custodian/Auditor, CCS (2016-2018)
- Civil Service Professional Eligible
- Elite Office Staff, AKAP LENDING (2023)

## Skills

- Computer Literate
- Well organized and Responsible
- Quick Learner and Detail-Oriented
- Proven Leadership skills and ability to motivate
- Hardworking and Goal-Achiever

## Education

2017 – 2018

**Bachelor of Science in  
Information Technology**, SAINT  
JOSEPH COLLEGE

2015 – 2016

**Associate in Computer  
Technology**, SAINT JOSEPH  
COLLEGE

## Reference

**Jailyn R. Arrogante**

AKAP LENDING INVESTOR CORP.  
( HELP SUPERVISOR )  
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