

CHRISTINE M. SALDUA

Profile

A good team player in a result-oriented work environment, fast and eager learner with good clerical and interpersonal skills. Morally good behavior and can work well under reasonable pressure and conflicts.

Work Experience

Internal Auditor

OSPA FARMERS' MERDICAL CENTER

2023

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Present

- Working with the wider development team.
- Manage website design, content, and SEO Marketing, Branding and Logo Design

Treasury Clerk (A/R and Collection Officer)

OSPA FARMERS' MERDICAL CENTER

2021

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2023

- Collection of mature and Overdue Account Receivables.
- Collection of Promissory Note
- Sending out Demand Letter for Delinquent accounts
- Tracing the Thread of Philhealth Claims vs Collections

Accounting Clerk (Audit functions)

OSPA FARMERS' MERDICAL CENTER

2015

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2021

- Checking of Daily cash Receipts vs. Deposit Slips
- Checking of all guaranteed accounts (Billed or unbilled)
- Checking of all unpaid, over due A/R

On-the-Job Training

LAND BANK OF THE PHILIPPINES

2017

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2019

- Enrolling New accounts, Encoding of Transactions, Filing & segregation of Slips
- Counting of Money for Vault

WORKING/ PART TIME JOB

ST. PETER'S COLLEGE OG ORMOC/ ORMOCNET


2014

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2009

- Cleaning, Encoding and journalizing of expenses.
- Sales, Filing of important papers, Messenger (Pay and Collection), BIR applications (ATP)



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 Block II, Brgy. Tambulilid, Ormoc City, Leyte, Philippines, 65401

Education

Bachelor of Science in Accountancy

St. Peter's College of Ormoc

2009-2014

New Ormoc City National High School

2004-2009

Expertise

MS Office (Word, Excel, PPT)

Canva

Good Interpersonal Skill

Analytical & Logical Skills

Civil Service Passer

Language

English

Filipino