

CONTACT DETAILS



Regine Sabanate Pleños

OBJECTIVE

A responsible and reliable individual offering excellent communication and other skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

PERSONAL INFORMATION

Age:	22
Date of Birth:	July 13, 2000
Gender:	Female
Place of Birth:	Surigao Del Norte
Civil Status:	Single
Religion:	Protestant

SKILLS

- Client Relationship Building
- Process Improvement
- Team player
- Good Communication Skills
- Proficient in Microsoft Office (Word, Excel, Powerpoint, etc)

CHARACTER REFERENCES

Ramil Ryan Torrefiel
YesVirtual Corp Phil.
Maintenance Department.
0975-138-7731

Venus Bautista
Accounting Clerk
Rural Bank of Ormoc Inc.
09514721034

Tzu Chi Village, Brgy. Liloan,
Ormoc City, Leyte, Philippines
sabanateregine0@gmail.com
0992-278-5960

EDUCATION

Western Leyte College of Ormoc, Inc.
Business Administration (Financial Management) Bonifacio Street, Ormoc City 2018 – 2022
Ormoc City Senior High School
Accountancy and Business Management Brgy. Don Felipe Larrazabal, Ormoc City 2016-2018

WORK EXPERIENCE

Project Coordinator Temps and Staffers Inc.
January 2023 - Present
• Perform administrative task and communicate with various departments. • Organize reporting, plan meetings and provide updates to project managers. • Prepares and handles petty cash fund
Bank Teller Bank of Ormoc Inc.
July 2022 - January 2023
• Perform day to day teller's task and prepare a separate Teller's Blotter at the end of the day and arrange it chronologically.

INTERNSHIP

Student Assistant Western Leyte College of Ormoc, Inc.
June 2018- May 2019
• Posting Ledgers • Evaluate Accounts • Make Statements of Account • Filing Proofsheets
Intership Trainee Western Leyte College of Ormoc, Inc.
February 2022- June 2022
• Answering Customers Inquiries • Evaluate Accounts.

SEMINARS AND CERTIFICATE

- Civil Service Eligibility (Professional Level)
- Team Building and Strategic Planning Seminar (09/2022) | Bank of Ormoc (Rural Bank)
- National Certificate II (07/2018 - 07/2023)
- Young Leaders for Resilience Program: Enterprise Thinking Design (09/2019)
- Accounting for Non-Accountants (Webinar/Training) (04/2022 - 05/2022)