

CRISTON U. APAS

124 RIZAL STREET, DISTRICT 19

Ormoc City, Leyte, Philippines

cristonapas1993@gmail.com | cell #: 09612443257



Has been an administrative officer/document controller for three years and a certified bookkeeper with experience in organizing company records, handling payroll and accounting activities and other general clerical duties. Has great interpersonal skills, a multi-tasker, self-motivated, capable of working independently and working in a team.

CORE COMPETENCIES

- Organizational skills | Coordinating skills | Adaptability | Attention to detail | Task Management | Team player

EDUCATION QUALIFICATIONS

- Bachelor of Science in Accounting Technology—March 22, 2017
 - WLC Awardee: Bookkeeper of the year
 - Western Leyte College (WLC)
 - Ormoc City, Leyte, Philippines
 - Civil Service Eligibility: Career Service Professional
 - National Certificate III in Bookkeeping
 - Certified Accounting Technician Level 1 (Certified Bookkeeper)
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I. SCHOLASTIC PERFORMANCE**ELEMENTARY EDUCATION**

ORMOC CITY CENTRAL SCHOOL: 1999-2005

SECONDARY EDUCATION

NEW ORMOC CITY NATIONAL HIGH SCHOOL: 2005-2009

TERTIARY EDUCATION

EASTERN VISAYAS STATE UNIVERSITY: 2009-2013

BS in Information Technology shifted to BS in Mechanical Engineering

WESTERN LEYTE COLLEGE: 2013-2017

BS in Accounting Technology

Bookkeeper of the Year Awardee-2017

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II. PROFESSIONAL EXPERIENCE

**DOCUMENT CONTROLLER/ADMINISTRATIVE OFFICER
INTEGRAL INDUSTRIAL MANAGEMENT CORPORATION (IIMC)
Purok 2, Brgy. San Pablo, Ormoc City
January 28, 2019-Present**

- Worked together with more or less 20 employees in IIMC Ormoc branch—able to adapt, be taught and perform multiple tasks efficiently.
- Responsible in organizing company documents, handling billing, payroll, liquidation, making reports and budget requests.
- Was also in-charge of all the general office clerical duties.
- Great communication skills, able to work independently and with a team and makes sure to develop effective solutions to problems in challenging environments.

TRAINING, CONFERENCES, FORUMS & SEMINARS

- 2019 - Basic Safety Orientation Course in Energy Development Corporation, Ormoc
2017 - Training for Certified Accounting Technician (Level 1) Examination in Ormoc City
2017 - National Certificate III Bookkeeping in Bridges Multi-Skills Training Centre Ormoc City Inc.
2016 - On-the-job-training in RJIR Enterprises, Ormoc City

MEMBERSHIP TO OTHER ORGANIZATIONS

- National Institute of Accounting Technicians
- Institute of Certified Bookkeepers
- Junior Philippine Institute of Accountants

OTHER SKILLS

- Computer Software Operation (MS Word, Excel, Power point presentation, Publisher, etc.)
- People skills
- Sports (Basketball, Volleyball, Table tennis, Badminton)

