

CRISTON U. APAS

124 RIZAL STREET, DISTRICT 19

Ormoc City, Leyte, Philippines

cristonapas1993@gmail.com | cell #: 09612443257



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

CORE COMPETENCIES

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

EDUCATION QUALIFICATIONS, AWARDS AND CERTIFICATIONS/ELIGIBILITY

- Bachelor of Science in Accounting Technology—March 22, 2017
 - Western Leyte College (WLC), Ormoc City, Leyte
 - WLC Awardee: Bookkeeper of the year (2017)
 - Civil Service (Second Level) Eligibility: Career Service Professional
 - TESDA 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 (ORMOC CAMPUS): 2009-2013

BS in Information Technology shifted to BS in Mechanical Engineering

WESTERN LEYTE COLLEGE (ORMOC CITY): 2013-2017

BS in Accounting Technology

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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 than 20 employees in IIMC Ormoc branch—able to adapt, be taught, and perform multiple tasks efficiently.
- Responsible for organizing company documents, handling billing, payroll, liquidation, and 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.

BILLING ASSISTANT
PASAJERO MOTOR SALES CORPORATION
A.S. Fortuna St., Banilad, Mandaue City, Cebu
July 15, 2017 - July 25, 2018

- Responsible for billing, inventory and monitoring of supplies.
- Provides progress reports on cars under repair.
- Provides assistance in making financial/accounting reports.
- Informs customers on their billing, communicates the breakdown and responds to queries and performs other related functions.

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 IN OTHER ORGANIZATIONS

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

OTHER SKILLS

- Proficient in Microsoft Office (MS Word, Excel, Powerpoint, Publisher, etc.)
 - People skills
 - Sports (Basketball, Volleyball, Table tennis, Badminton)
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