

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)