

# SANTOS, PATRICK

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PATRICK DIVINAGRACIA SANTOS

## SUMMARY

Detail-oriented Operations Admin and Accounting Staff with almost 3 years of experience in optimizing bank operations and financial services. Proven ability to streamline office functions, support cross-functional teams, and ensure compliance with internal controls and regulatory requirements. Committed to maintaining operational efficiency and financial accuracy in fast-paced environments.

## SKILLS

- Data Analysis
- Microsoft Excel
- Process Optimization
- Financial Management
- Reporting

## EXPERIENCE

**Operations Admin and Accounting Staff | Brinks | Quezon City, Metro Manila**

| July 2023 – January 2026

- Supported the bank's operational and financial services by managing administrative tasks, assisting with banking operations, and performing accounting duties. Ensured compliance with financial policies and regulatory standards.

## EDUCATION

**Bachelor of Science in Industrial Engineering | Quezon City University**

Quezon City | 2023

**Accounting and Business Management | Polytechnic University of the Philippines (Senior High)**

Quezon City, Metro Manila, NCR | 2018

### Seminars:

**BOSH Safety Officer**

October 28, 2021

***I hereby certify that the above information provided is true and correct with the best of my knowledge and belief.***

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**Applicant Signature**