

# CHRISTELLE G. LLIDO

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## OBJECTIVE

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To utilize my skills and competencies as a Business Management graduate where I can help contribute and achieve to the goals of any company I work for, harness my skills and develop my professional and personal growth.

## EDUCATIONAL BACKGROUND

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### TERTIARY

2012 – 2016

### STI COLLEGE CALOOCAN

Bachelor of Science in Business Management  
Major in Operation

### SECONDARY

2007 – 2011

### POTRERO NATIONAL HIGH SCHOOL

High School Diploma

## SKILLS

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- Adept in handling multiple customer/ management request and concerns with utmost professionalism and courtesy
- Proficient in using computer application such as Microsoft Office (Word, Excel, PowerPoint) and other office equipments
- Able to record all transaction accounts in a prompt and efficient manner
- Strong organizational and interpersonal skills
- Able to do multi-tasking work under pressure

## WORK EXPERIENCE

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December 22, 2015 – March 31, 2017

### ARC DOCENDI, INC.

Administrative and Accounting Assistant

- Schedule and coordinate meetings, appointments and travel arrangements for Managers
- Prepare and modify documents including correspondence, reports, drafts, memos and email
- Resolves administrative problems by coordinating preparation of reports, analyzing data and identifying solutions.
- Monitor employees attendance
- Manage Petty Cash transactions
- Prepare Cash Flow / Financial Reports
- Reconcile finance accounts and direct debits
- Perform transactions in accordance with members request
- Manage and maintain billing and collection accounts

- Collect and summarize time keeping information
- Process checks, payroll, and payslip
- Encode receipts

**December 2015 – March 2016**

**Arc Docendi, Inc.**

Training and Management Consulting  
On the Job Trainee

- Perform data entry and scan documents
- Drafting documents and correspondence
- Maintain electronic and hard copy filing system
- Answers and handle calls regarding customer queries
- Prepare drafts of minutes of a meeting

#### **CHARACTER REFERENCES**

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**Mercedes C. Gallardo**

Supervisor

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**Maricris B. Tolentino**

HR Business Director

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