



# CHERISH FAITH ARELLANO BIAGTAN

Highly motivated and organized accounting assistant looking for a fast-paced entry-level position where I can contribute my experience with financial analysis and developing efficient systems



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Tarlac

## SKILLS

Oriented in Microsoft Office Applications such as: Microsoft Word, Microsoft Excel, Microsoft Powerpoint

Good written and verbal skills, interpersonal skills, and able to get along well with others

## LANGUAGES

English  
*Professional Working Proficiency*

Tagalog, Ilocano,  
Kapampangan, Pangasinense  
*Native or Bilingual Proficiency*

## INTERESTS

Music

Mobile games

Photography

## WORK EXPERIENCE

### Bookkeeper / Accountant

Ocampo – Adajar Dental Clinic

06/2017 - 03/2020

Tasks

- Maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations

### Finance Staff / HMO Staff / Philhealth Staff

Tarlac Medical Center

01/2021 - Present

Tasks

- Facilitates administration of health benefits to all **HMO** members/card holders through proper coordination between the patient and the provider.
- Handles all inquiries, concerns, and requests of member relative to their health benefits.

## EDUCATION

### Bachelor of Science in Accountancy

Tarlac Christian College

2019

### Bachelor of Science in Accounting Technology

Tarlac State University

2018

## SEMINAR / WORKSHOP ATTENDED

Shakey's Philippines Management Orientation Seminar (09/2013)

ASEAN Economic Integration: Philippine Agenda (01/2014)

Economics Conference (02/2015)

*"Building National Strategies Toward Inclusive Economic Growth"*

The Philippine Economic and Political Roadmap under Possible Precidencies (02/2016)

IT Auditing and Environment, Professional Development, and Work Ethics (10/2017)

Bookkeepers Summit Manila (10/2017)

Philippine Accountancy Congress (02/2018)