

# CHRISTINE CIELO M. BILANGO

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## **PERSONAL INFORMATION**

Address: Brgy. 2 San Nicolas, Vintar, Ilocos Norte

Date of Birth: December 25, 1996

Citizenship: Filipino

Mobile No. : +639458916940

Email: [cielobilango@gmail.com](mailto:cielobilango@gmail.com)

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## **CAREER OBJECTIVE:**

- To be part of an organization that promotes professional growth, offers challenging and rewarding career, gives an opportunity for self-improvement and leadership while contributing to the symbolic growth of the organization.
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## **QUALIFICATIONS:**

- Experience in Capital Markets working in investment banks or custodians in the back office side.
  - Able to process/authorize security trade instructions manually, within the standard cycle time.
  - Able to facilitate client's trade order on a timely manner and reconcile portfolios efficiently.
  - Proficient in MS Applications (i.e Word, Excel & Powerpoint).
  - Work and detail-oriented, can multi-tasked and able to prioritized tasks in a fast-paced work environment.
  - Possesses good interpersonal and communication skills
  - Ability to work as an individual as well as in group
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## **EDUCATIONAL BACKGROUND:**

- **Mariano Marcos State University (2017)**  
City of Batac, Ilocos Norte  
Bachelor of Science in Accounting Technology
- **Ilocos Norte Science High School (2013)**  
Laoag City  
Special Science Class
- **Vintar Central Elementary School (2009)**  
Vintar, Ilocos Norte

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## **JOB EXPERIENCE:**

- **Financial Analyst – Investment Management System (Settlements)**

State Street HCL Services (Philippines)  
December 2017 – September 2018

- Settles trades with money difference due to factor and or coupon updates.
- Liaise with Brokers, Custodians and Internal Teams to facilitate settlements of Fixed Income trades. Resolve trade issues and address trade inquiries.
- Conducts necessary investigation to identify root cause of fails and settlement issues and provide the best solution to settle the trades.
- Mitigates risk by checking initial emails and attachments sent.
- Prepares necessary SOPs for the process.

- **Fund Accountant – Custodian**

Citco International Support Services Limited  
October 2018- October 2021

- Straight-through processing, from trade placement to settlement, ensures the effectiveness, efficiency and controlled processing of transactions.
- Reconcile various accounts, or reviewing reconciliations prepared by others, and promptly researching and correcting any variances.
- Complete capital reconciliation and cash portfolios and investigate and resolve any discrepancies.
- Providing clients with accurate and timely accounting services in line with clients' business needs.
- Liaise with external and internal parties to ensure that client's needs are met.

- **Senior Fund Accountant – Custodian**

Citco International Support Services Limited  
October 2021 – Present

- Processing Corporate Actions and Settlement Trades (Subscriptions, Redemptions, Conversions, Transfers, etc)
- Preparing Security Pricing, Cash and Portfolio Reconciliation
- Reviewing trades and custody deliverables
- Multiple admin tasks/adhoc reporting and KPI

- Working relationships with Investor relations, Fund administrator and Risk/Control
- Monitoring risk/error and outstanding emails within the team.
- Provide trainings for new hire/colleagues.
- Monitoring and Preparing Outgoing payments- In contact with Payments Team/Bank.
- Preparing Risk and Control SOC 1 testing – For Ernst & Young (third party auditor)

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### **ELIGIBILITY/AWARDS/CITATIONS**

- **Civil Service Examination- Professional Level:** March 2017 Passer
- **CFA (Chartered Financial Analyst) Investment Foundation-** July 2019 Passer
- **Certificate in Accounting Technology (TESDA NCII)-** October 27, 2016
- **Engagement Committee Head, 2020 and 2021**
- **Risk Committee Head, 2021**
- **Detective Team Player Award, 2021**

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### **REFERENCES**

**Anne Michelle Veran**  
Fund Accounting Supervisor  
+639178242663

**Chinkee Mae Talob**  
Senior Fund Accountant  
+639177991939

*I hereby certify that all information written above are true and correct to the best of my knowledge and ability.*

  
**CHRISTINE CIELO M. BILANGO**  
Applicant