



KRYSTEL ANGELLIE G. TATING

FINANCE ANALYST

EDUCATION BACKGROUND

De La Salle University -
Dasmariñas

COLLEGE OF LIBERAL ARTS,
CLASS OF 2016

- Bachelor of Arts in Community Development Major in Community Psychology

TRAININGS AND SEMINARS

- Anti - Money Laundering Training 2020
PWC - Philippines
- Signature Verification Training 2018
RCBC

CERTIFICATIONS

Safety Officer II

Asprec - Manalo Occupational
Safety and Health

Certificate # 11413-082021-13341E

WORK EXPERIENCE

Finance Analyst

PERSONIV MANILA • SEPTEMBER 2021 - PRESENT

- Document research and sourcing in KYC for entities in APAC, EMEA, US and LATAM Regions
- Created Production Tracker for daily and monthly monitoring of cases assigned
- Performs AML screening and Customer Due Diligence for US, EMEA and LATAM Regions

HR Administrator - Project Based

FREEDOM PROPERTY INVESTORS •
APRIL 2021 - JULY 2021

- Sourcing and Recruiting onshore and offshore applicants
- Updating of HR Database
- Creation of Contract Agreements
- Onboarding new employees and offboarding resigned employees
- Training and Development Facilitator
- Assisting Finance Department with cashflow and other minor task in accounting

KYC Analyst - Financial Crime Unit

PRICEWATERHOUSECOOPERS CONSULTING
SERVICES PHILS. CO. LTD • OCTOBER 2020 - APRIL
2021

- Performing end to end process of KYC
- Updating of daily stopwatch of the cases conducted



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Technical Staff - Customer Information Servicing Department

RIZAL COMMERCIAL BANKING CORPORATION •
JUNE 2018 - SEPTEMBER 2020

- Receiving Window - Document review of newly created customer information file (CIF)
- Production Line - Double Data Entry of newly created CIFs, updating of client information under CIF Maintenance Review
- Review of KYC documents and virtual face to face videos of Bank From Home clients
- Account Maintenance - Lifting and unfreezing of CIFs and account; Suspension and freezing of CIFs and account with document deficiencies

Human Resource / Admin Officer

GLAM LANE EVENT SUPPLIES AND EQUIPMENT RENTAL •
JANUARY 2017 - SEPTEMBER 2017

- Creation and maintenance of 201 files of the employees
- Payroll Administration
- Interview and Onboarding of new employees
- Compensation and Benefits administration
- Creation of ingress and egress permits for the events
- Administering company accreditation for partner coordinators
- Processing of billing and sales invoice for clients
- Managing setup schedule of events
- POC of the coordinators

Human Resource Assistant - Onboarding (Project Based)

ASIAPEOPLEWORKS! INC. (CLIENT: EASTWEST BANKING CORPORATION) • MAY 2016 - NOVEMBER 2016

- Creation and Maintenance of 201 files of the employees
- Responsible for payroll account opening need of the employees bank wide
- Tracking employment medical results of applicants and employees
- Pre-employment orientation and collection of requirements
- Conducting training and orientation of the newly hired employees
- Assisting with the creation of employment contracts

PROFESSIONAL SKILLS

- Proficient in Microsoft Office
- Good Customer Service Skills
- Writing and Verbal Communication Skills
- Good Telephone Manner
- Ability to work on a given schedule
- Maintains Confidentiality
- Organize / Facilitate an event/seminar/training

PERSONAL SKILLS

- Motivated
- Initiative
- Quick Thinker
- Quick learner and willingness to improve knowledge and skills
- Ability to work under pressure and with minimal supervision
- Team Player
- Good "people skills"
- Efficient
- Flexible