

CHRISTINE MAE AMARILLO

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PERSONAL STATEMENT

- Skilled, qualified, and accomplished candidate with extensive knowledge of accounting and auditing. I am a keen, hard-working, and reliable individual who can communicate well with people at all levels. I am good at working using my own initiative and I am flexible in my approach to work duties. I have a good sense of humour and a pleasant approach.
- Supportive healthcare worker with experience working in healthcare services. Takes patient vitals, document needs and maintain cleanliness in the facility. Known for treating all residents with dignity and respect while maintaining utmost confidentiality. I am passionate about helping others especially the elderly, by providing them exceptional care and being able to build strong relationship not just with them but with their families also.

SKILLS

- Willingness to Learn
- Professionalism
- Adaptability
- Ability to handle multiple tasks
- Ability to work under pressure
- Goal oriented and ready to take initiatives
- Knowledge of basic operating systems like Microsoft word and excel
- Housekeeping
- Understanding of Palliative Care
- Understanding of Dementia Care
- Empathetic
- Follows and accepts instructions
- Cultural Awareness
- Personal Grooming care
- Client Education
- Infection Control

WORK HISTORY

- ❖ **Internal Auditor- Festive Ventures and Travel Management Corp.**
Vigan City, Ilocos Sur Philippines
(April 2018- November 2023)

Responsibilities include:

- Responsible in examining and analysing the company records and financial documents to identify areas of risk or concern
- Responsible in maintaining the overall internal control of the company
- Seeking out internal fraud and theft that includes misuse of company's fund, employee theft and time fraud.
- Audits report such as billing from suppliers before taking to the accounting department for settlement
- Preparation of monthly reports that include vat purchases, and income statements

- ❖ **INTERNSHIP CAREGIVER- BALAY TARIPATO (Home for the Aged)
Magsingal, Ilocos Sur Philippines**
(200 hours On-the-job Training- Weekends Only)

- ❖ **VOLUNTEER CAREGIVER- BALAY TARIPATO (Home for the Aged)
Magsingal, Ilocos Sur Philippines**
(July 2023- November 2023- Weekends Only)

Responsibilities include:

- Provided in-home care by means of assisting them with personal care activities, including personal hygiene, mobility assistance, housekeeping, feeding and meal preparation.
- Provided emotional support and companionship to promote positive environment.
- Providing clients personal care assistance with daily living activities while maintaining respect and dignity.
- Improved client satisfaction by providing compassionate and attentive care to individuals with various healthcare needs.
- Assisted nurses in documenting patient progress for better treatment outcomes.
- Provided emotional support to clients and families, fostering a positive environment conducive to healing and recovery.
- Maintained a clean and safe environment for clients by adhering to infection control protocols and performing routine sanitation tasks.

- ❖ **Internal Auditor- Summer 365 Food Ventures Inc. UNDER RED CRAB GROUP OF RESTAURANTS**
(April 2017- April 2018)

Responsibilities include:

- Responsible for maintaining the overall internal control of the company
- Monitors cash items from Petty cash fund checking, cash sales checking, and vault checking
- Inventory of stocks from kitchen, including bar and stockroom are being monitored on a daily basis
- Making sure that all cash items are properly accounted for
- Prepares weekly and monthly reports (Billings from Suppliers, Sales Reports, Petty Cash Fund Liquidation Reports)
- Computes the company's operations food cost on a daily, weekly and monthly basis

EDUCATION

- **Bachelor of Science in Accountancy**
Northwestern University
Ilocos Norte, Philippines
Completed: April 01, 2016
- **New Zealand Certificate in Health & Well Being (Level 3)**
Kalandra Education Group
Auckland, New Zealand
Completed: December 22, 2023

- **Diploma in International Healthcare Assistant**
Kalandra Education Group
Auckland, New Zealand
Completed: August 08, 2023
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CERTIFICATIONS

- **Certificate in Healthcare in New Zealand**
Kalandra Education Group
Auckland, New Zealand
Completed: December 08, 2023
 - **Certificate of Completion**
On-the-job Training (Caregiver)
Balay Taripato (Home for the Aged)
Magsingal, Ilocos Sur, Philippines
Completed: 200 hours
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REFEREES

NANETTE R. ALIBIN, CPA
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