

## **CHRISTINE M. GAZMEN**

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### **CAREER OBJECTIVE**

- *To secure an employment that offers an opportunity for professional and personal growth where my resources, comprehensions and knowledge will be fully utilized towards the achievement of Company's goal.*

### **WORK EXPERIENCE**

- ***Finance Clerk (May 2012-Present)***

RQC GENERAL MERCHANDISING

Zone 4, Bantay, Ilocos Sur Philippines

- Preparing and processing financial documents such as bills, receipts, and invoices.
- Updating and maintaining the database, financial records, and filing systems.
- Tracking and monitoring financial transactions.
- Reviewing financial records, documents, and information to ensure their accuracy.
- Performing account reconciliations and audits.
- Reporting financial discrepancies, errors, and customer complaints to the supervisor.
- Compiling financial spreadsheets, reports, statements, and other documents, as needed.
- Providing customer service by answer questions and resolving queries and issues.
- Ensuring that the financial office supplies are maintained.
- Assisting with administrative tasks such as filling out forms, filing, and answering phone calls and emails.

### **SKILLS**

- Attention to detail with the ability to produce quality results under significant time constraints.
- Commitment to perform responsibilities with high professional and ethical standards.

- Proactive orientation toward achieving immediate deadlines as well as departmental objectives.
- Ability and willingness to thrive within a team structure with excellent communication and interpersonal skills.

## **EDUCATIONAL BACKGROUND/CERTIFICATION**

*Caregiving NC II*  
**Data Center College of Vigan**  
(2024-2025)

*Bachelor of Science in Business Administration*  
**Major: Financial Management**  
(2008 – 2012)  
Divine Word College of Vigan (Philippines)

*High School Diploma*  
(2004-2008)  
Benito Soliven Academy (Philippines)

*Elementary School Diploma*  
(1998-2004)  
North Central School (Philippines)

## **PERSONAL BACKGROUND**

Nationality : Filipino (Philippines)  
Birth Date : March 9, 1992  
Civil Status : Single

## **REFERENCE**

References available upon request.