



Christine Charm Portillo

Professional Accountant

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Block 30 Lot 3 Phase SJDM Bulacan

ABOUT ME

Computer literate with knowledge in basic computer operations, Microsoft Office applications, internet browsing, and data entry. Willing to learn new skills, hardworking, and committed to completing tasks efficiently. Seeking an opportunity to grow professionally and contribute positively to the success of the company.

EDUCATION

North Eastern Mindanao State University
BS in Computer Science
2019 - 2023

St. Clare College of Caloocan
Information and Communications Technology (ICT)
2017 - 2019

EXPERTISE

- Microsoft Office (Word, Excel, PowerPoint)
- Data Entry and Record Keeping
- Email and Online Communication
- Inventory Management
- Payroll and Scheduling
- Customer Service
- Time Management
- Attention to Detail
- Administrative Support

LANGUAGES

- English (Intermediate)
- Japanese (Basic)
- Tagalog (Fluent)

EXPERIENCE

Store Manager

April 2025 - May 2026

Kape usap - Muzon I Linawan St. SJDM Bulacan

- Managed store operations, payroll, scheduling, and inventory tracking.
- Maintained records, reports, and data entry using Microsoft Office and computer systems.
- Handled email communication, customer service, and administrative tasks.
- Supervised staff, monitored inventory, and ensured smooth daily operations.
- Organized business documents and completed tasks efficiently in a fast-paced environment.

Kitchen Cook

December 14, 2023 - January 30, 2025

Villa Maria Luisa Hotel I San Agustin Tandag City

- Ensuring accurate stock levels to support smooth kitchen and service operations.
- Supporting culinary leadership through preparation, organization, and teamwork.
- Managing kitchen flow, mentoring staff, and maintaining quality under pressure.
- Delivering attentive, friendly service that enhances the overall guest experience.

On The Job Training

June 2022 - August 2022

Adela Serra Ty Memorial Medical Center

- Became an Intern At IT Office Department
- Troubleshooting, Networking Administration and System Maintenance
- Graphic Designer using Canva
- Fixing Computer Desktop Hardware and Software

REFERENCES

JERALDINE QUIRANTE

KAPE USAP/ OWNER

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CHASKY LUMACTUD

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