

SHYNE ABEGAIL EGOS

www.linkedin.com/in/shyneabegailegos | 09366693448 | Davao City, Philippines

PROFESSIONAL SUMMARY

Detail-oriented BSBA Financial Management graduate and Certified Financial Market Professional with hands-on experience in administrative operations, financial documentation, and customer service. Skilled in data entry, financial record management, reporting, and Microsoft Excel. Proven ability to maintain accurate records and support daily finance and office operations. Seeking a Finance Staff position to contribute to efficient financial processes and organizational success.

WORK EXPERIENCE

Government Intern	January – Oct 2025
Philippine Health Insurance Corporation	
- Processed and organized membership, claims, and financial records with high accuracy - Maintained updated records and ensured proper documentation filing - Supported office operations through data entry and document verification - Assisted in budget preparation, monthly reporting, and workflow documentation.	
Healthcare Customer Service Agent	Aug 2024–Oct 2024
Alorica	
- Handled customer inquiries regarding healthcare services and billing concerns - Maintained accurate records of customer interactions - Provided professional support to resolve client concerns efficiently	
Sales Associate	Jan 2018–Dec 2020
Carlson Optical Clinic	
- Processed customer transactions using POS systems and handled cash payments - Maintained accurate daily sales records and receipts - Assisted customers with product information and purchase decisions	

EDUCATION

Bachelor of Business Administration
University of Mindanao

- Final CGPA: 3.35

Aug 2021–Aug2025

CERTIFICATIONS

Civil Service Professional
March 2023

Certified Financial Market Professional
December 2024

SKILLS

- | | |
|--|--|
| <ul style="list-style-type: none">Office Administration & OperationsMicrosoft Excel, Word, PowerPointMicrosoft Dynamics NAV (Navision) | <ul style="list-style-type: none">Data Entry and ReconciliationAccounts Payable & ReceivableCustomer Service and Time Management |
|--|--|