



KIM KENNETH M. PANGILINAN



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kimkennethp@yahoo.com



Al Attar Tower, DIFC, Dubai, UAE.

ABOUT ME

An experienced Accounting Assistant with a proven track record of accuracy and efficiency. Possess strong analytical skills and a keen eye for detail, as well as the ability to quickly learn new software.



EXPERIENCE

• 2017- 2025 January

Home Development Mutual Fund - 145 3rd Floor, Union Square Condominium Carpark Bldg. 15th Avenue
Cubao, Quezon City
Philippines

ACCOUNTING ASSISTANT

- Tracking and recording member's contributions into the financial system/database.
- Ensure the timely and accurate processing of regular and special member contributions, whether monthly, annual, or one-time payments.
- Verify that contributions are appropriately allocated to the correct accounts.
- Regularly update member accounts with correct information.
- Effectively communicate with members regarding updates, changes, or issues with their contribution status.

• June 2016- Dec. 2016

Boston Scientific Unit 2503, Antel Global Corporate Centre,
Julia Vargas Avenue,
Ortigas Center

REGULATORY AFFAIR ASSISTANT

- Help ensure compliance by creating and updating checklists based on the latest regulatory guidelines.
- Track the status of regulatory filings or applications to ensure timely submission and follow-ups.
- Store all regulatory submission records, including status, feedback, and approval details.

• Nov 2015- Feb 2016

Bureau of Customs Gate 3, South Harbor Port Area, Manila

ON THE JOB TRAINING (OJT)

- Assist to calculate the import duties based on the value of imported goods.
- Assist in records payment and process payment (Cheque, cash, and online).
- Assist in issuing receipts.

• Nov 2015- Feb 2016

Philippine Dental Health Organization (PDA) PDA Building,
Ayala Ave. cor Kamagong St., San Antonio Village Makati City
April 2014 - May 2014

ENCODER

- Responsible for quickly and accurately inputting attendee information (e.g., names, credentials, membership status, and ticket types) into the registration system.
- Printing and distributing convention badges with QR codes or RFID that attendees can use for access control.
- Responsible for coordinating with the technical team to ensure that all necessary equipment for sessions (microphones, projectors, etc.) is working.



EDUCATION

- **2012-2016**
Tertiary
EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE & TECHNOLOGY
 - Bachelor in Public Administration Major in Public Administration
- **2004-2008**
Secondary
Cansinala High School
Cansinala, Apalit Pampanga
- **1999-2004**
Primary
Sucad Elementary School
Sucad Proper, Apalit Pampanga



PERSONAL INFORMATION

AGE	:	33 YEARS OLD
DATE OF BIRTH	:	OCTOBER 07, 1991
PLACE OF BIRTH	:	PAMPANGA
GENDER	:	MALE
CIVIL STATUS	:	MARRIED
CITIZENSHIP	:	FILIPINO
HEIGHT	:	5'11
RELIGION	:	ROMAN CATHOLIC
VISA STATUS	:	VISIT VISA UNTIL APRIL 21, 2025



SKILLS

- Management Skills
- Building positive working relationship
- Communication Skills
- Technical Proficiency
- Critical Thinking
- Customer Focus



REFERENCES

MS. HYDIE N. SOLAJES
JR. IMPEX EXECUTIVE - AIRFREIGHT OPERATIONS DEPARTMENT
ATR INTERNATIONAL FREIGHT, INC.
CONTACT NUMBER: +639 2700 35280

I hereby certify that all information above is true and correct to the extent of my knowledge and belief.

KIM KENNETH M. PANGILINAN

Applicants Signature