**CLAUDEEN**

Email Address: Claudeen.104703@2freemail.com

**PERSONAL INFORMATION**

Birthdate: November 8, 1992

Age: 23y/o

Nationality: Filipino

**EDUCATIONAL ATTAINMENT**

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION major in MANAGEMENT ACCOUNTING

Saint Paul University Philippines (2009-2013)

**WORK EXPERIENCED**

**ACCOUNTING** (June 2012-March2013)

Saint Paul Hospital Business Office.

* Prepares financial reports and other documents to ensure they are accurate. Documents that undergo his scrutiny include invoices, receipts, ledgers and purchase orders.Reviews the books of account, and confirms that records of expenditures and profits of a business are correct.

**OFFICE ADMIN**(April 2013-October 2013)

Cebuana Lhuillier Pawnshop-Tuguegarao Philippine Branch

* Assist in filing and encoding of data, report preparation
* Coordinates with Area Office, other branches regarding operating needs and requirements
* Keeps a record of all customer complaints and their resolution, and reports this to Customer Service Development
* Assist all branch personnel in performing their daily duties and responsibilities
* Participates actively in staff meeting, training and programs and other professional development work
* Performs other duties/tasks that maybe assigned from time to time

**CASHIER**(October 2013-June 2014)

Cebuana Lhuillier Pawnshop-Tuguegarao Philippine Branch

* Releases/receives cash proceeds of pledge and encode the same in the system
* Sees to it that the amount released/received is in accordance with the amount shown
* Ensures that the cash received/released are accurate

**VAULT CUSTODIAN**(June 2014-March 2016)

Cebuana Lhuillier Pawnshop-Tuguegarao Philippine Branch

* Sees to it that all pawned items are intact, properly labeled, safely kept and systematically arranged in the vault
* Carefully and regularly checks, accounts, and records all pawned items moved in and out of the vault
* Conducts monthly inventory of items in the vault

**IT SKILLS**

* Computer Literate( Master in Ms Word, Excel, PowerPoint, WordPad, Notepad, Outlook)

**OTHER SKILLS AND QUALIFICATIONS**

* Able to adapt to changes and innovations in the workplace
* Able to deal with different people(Human Relation Skills)
* Can work independently and or with diverse team
* Good organizational skills and time management
* Good communication skill both written and oral

**AWARDS RECEIVED**

* Best Business Researcher Presenter
* Community Service Award
* Club Leadership Award

**SEMINARS ATTENDED**

* Business Quality Training (BQT)
* Anti-Money Laundering Council and Pawncare Services Incorporation
* Gold Appraising Workshop(GAW)

I hereby certify that the above information are true and correct with the best of my knowledge and belief.

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 CLAUDEEN

 Applicant