# Objectives: **.**

To secure a position where by hard work, dedication and the ability to acquire new skills will advantage of any company I work for.

# Work Experience: .

|  |  |  |
| --- | --- | --- |
| **Company** | **Position / Date** | **Duty and Responsibility** |
|  **Pharmalane****Pharmaceuticals Trader**Philippines | **Office** **Secretary/Accounting** **Assistant**Aug. 12, 2013 - Aug.31,2015 | * Prepare and process invoices, voucher and client statement.
* Reconcile accounts jacket of Medical Representative and credit control management duties.
* Create and maintain accounting spreadsheets and post voucher to predefined accounting database.
* Handle cash allocation task and prepare checks.
* Ensure that all calculations are verified and that correct entries are being posted to the database.
* Manage accounts receivable and payable activities.
* Coordinate deposit activities and make sure that delinquent customer’s accounts are followed up.
* Manage bank transfer activities and employee expense reports.
 |
| **Company** | **Position / Date** | **Duty and Responsibility** |
| Philippines | **MT/ Bookkeeper**August 2008 - February 2010 | * Manage accounts receivable and payable activities.
* Pay supplier invoices in a timely manner
* Maintain the petty cash fund
* Maintain an orderly accounting filing system
* Process payroll in a timely manner
* Purchase supplies and equipment as authorized by management
* Checking company bank statements
* Preparing cash flow statements
* Dealing with financial paperwork and filing.
* Do Inventory Monitoring of Products.
 |
| **Company** | **Position / Date** | **Duty and Responsibility** |
| Philippines | **Cashier**March 2005 – September 2007 | * Enters purchase into Cash Register to calculate total purchase price.
* Accept cash, gift certificate, & bankcards for payment.
* Counts money, gives change and issues receipts for payment received.
* Calculates discounts or references; request customer identification for certain discounts and receipts as required.
* Maintains sufficient amounts of change in cash drawer.
* Secure & keep records of necessary supporting documents.
 |
| **Company** | **Position / Date** | **Duty and Responsibility** |
| Philippines | **Cashier**June 2010 – November2010 | * Scan purchases into POS to calculate total price.
* Accept cash, gift certificate, & bankcards for payment.
* Counts money, gives change and issues receipts for payment received.
* Calculates discounts or references; request customer identification for certain discounts and receipts as required.
* Maintains sufficient amounts of change in cash drawer.
* Secure & keep records of necessary supporting documents.
 |

**Certificate Of Attendance**

**Effective Leadership** – February 06, 2008

HR/Training Manager

**Introduction to Food Safety –** October 17, 2007

HR/ Training Manager

**Looks at Works –** April 18, 2007

HR/ Training Manager

# On the Job Training: .

Consumed 300 hours at **Grilla Bar & Grill Restaurant**, Philippines

* Receptionist – Greet & seating the guest, and presenting the menu.
* Dinning – Take the food and Beverage order.
* Kitchen – Sauté, pantry, dispatching and production.
* Stock room – Check all critical items, ordering to supplier (P.O), check all coming delivery from supplier, (R.R).

**Computer Skills:** Well – versed in MS Word , Excel, Power Point,

 Can use different Systems.

**Language:** English, Tagalog

# Education: .

**Marikina Polytechnic College (M.I.S.T)**

Two Year Trade Technical Education

Major In Food Preparation and Service Management

2003 -2005

**Quirino High School**

Project 2&3 Philippines

Secondary Education

# Personal Data: .

Age : 29 year’s Old

Date Of Birth : August 31, 1986

Place Of Birth : Philippines

Weight : 69 Kl

Height : 5’2

Citizenship : Filipino

Civil Status : Single



**Gulfjobseeker.com CV No:** **1465680**