# 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**, Antipolo, 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**

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:** **1465686**