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***Career Objective***

To obtain a position where I contribute my skill, knowledge and experience a company that will give me an opportunity to develop my career.

***Work Experienced***

**WESTERN PINNACLE SALES INC. September 01, 2011 - February 13, 2015**

**PHILIPPINES**

**Admin / Accounts Assistant**

* Covering the reception desk when required.
* Greeting and assisting visitors to the office.
* Booking conference calls, rooms, taxis, couriers, hotels etc.
* Maintain up-to-date employee holiday records.
* Provide administrative support to the accounting department
* Carrying administrative duties such as filing, typing, copying, binding, scanning etc..
* Sorting out incoming and outgoing daily post and answering any queries.
* Managing petty cash transactions.
* Check and verify vendor bills before making payment advice.

 **Marketing Assistant August 25, 2007 – August 31, 2011**

* Responsible in collecting of orders from clients
* Credit line investigation (for check payments)
* Recruiting new clients
* Coordinates with Store Manager / Supervisors regarding problems that may arise within the area requiring immediate decision.
* Writing reports, company brochures and similar documents
* Assisting with promotional activities
* Perform other duties required.

**Wholesale Checker August 04, 2004 - April 24, 2007**

* Assist customers in processing payments thru credit cards
* Assits customers in processing their checks and accommodates ID or IS application
* Attend to and resolve customer complaints
* Coordinate with other Departments regarding problems that may arise within the area requiring immediate decision.

**Cashier October 30, 2002 - May 03, 2004**

* Receive payments from customers by cash and credit cards
* Issue receipts, refunds, credits, or change outstanding to customers
* Establish and categorize prices of goods by means of cash registers / POS ( point of sale) machines and scanners
* Calculate total payments received all through a time period, and reconcile this with sum of sales
* Calculate money in cash drawers at the beginning and the ending of shifts to make sure that amounts is accurate and that there is sufficient change
* Welcome customers entering in grocery store
* Maintain spotless and arranged checkout areas of grocery store

***SEMINARS ATTENDED***

* Sangguniang Kabataan Capability Building Seminar - June 20 - 21, 1996
* RCTI SPIA Seminar in taxation - February 17, 1999
* Negotiable Instrument Lan: Vanguard of truth and - February 16, 2001
* Justice in the World of Bussiness

***SKILLS:***

* Interpersonal
* Flexible
* Hardworking
* Reliable
* Fast Learner

***EDUCATIONAL BACKGROUND***

**COLLEGE:**

BACHELOR OF SCIENCE IN ACCOUNTANCY

Rizal College of Taal

Taal, Batangas - Philippines

1998-2002 (Graduate)

***PERSONAL DETAILS***

Filipino National

Born: April 21, 1979

Visa Status: Tourist Visa



**Gulfjobseeker.com CV No:** **1505352**