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**Objective:** Be able to obtain an employment essential for career development and be part of the workforce that is beneficial to both clients served and company worked for. I am a corporate team player.

**EMPLOYMENT HISTORY**

**Customer Monitoring Associate**

ADCUBE GLOBAL INC**.**

September 2012 – January 25, 2016

**Nature of work:** Verify and reconcile bank account transactions against kiosk account transactions. Monitor the following account transactions. Prepare Transaction Reconciliation Statement at the end of the shift.

**Sales Assistant (Concession Department)**

SKECHERS (CROWN SYNERGY TRADING CORPORATION)

28F East Tower Philippine Stock Exchange Centre, Exchange Road, Pasig City, Metro Manila

February 20, 2012 to August 2012

**Nature of work:** Sales encoding, reconciliation of sales, preparing reports for the Manager and Preparing BARCODES for designated stores.

**Branch Secretary**

MOTORTRADE NATIONWIDE CORPORATION

May 2011 to January 4 2012

**Nature of work:** Receives, inspects, records, safe keeps and monitor stocks which includes proper issuance of receipts for every inventory movement. Ensures that customer's data are completely and properly checked before encoding to the Data System, produces necessary files, reports and documents, monitors system performance to ensure timely and accurate processing of customer's order. Establishes and maintains a system of effective records management necessary to safe keep all files and documents in the branch. Handles, monitors and prepares replenishment of Petty Cash Fund (PCF) provided by Head Office for branch expenditures. Handles administrative tasks such as preparation of periodic reports, recording of daily transactions and routine clerical work.

**Document Custodian ( Accounting Department )**

CONCERTED MANAGEMENT CORPORATION

June 1, 2010 to February 2011

**Nature of work:** Reconciliation and proofreading of documents for Office and BIR purposes.

**PART TIME JOBS:**

**DLS-STI MEGACLINIC**

Assigned in Billing Department

Nature of Work: Encoding (MS Excel), consolidate, proofread and filing Consultation and Procedures.

September 5, 2008- January 27, 2009

**EDUCATIONAL BACKGROUND**

*College* 2006-2010 Bachelor of Office Administration

Polytechnic University of the Philippines

*Secondary* 2002-2006 Rizal High School Main Campus

*Grade School* 1998-2002 Liberato Damian Elementary School

**SKILLS:**

Typing 32 wpm

Knowledge in SAP, ORACLE, NAVISION and PIVOT

**ON THE JOB TRAININGS:**

**CONCERTED MANAGEMENT CORPORATION**

Assigned in Accounting Department

June – August 2009

Suite 2006 Galleria Corporate Center OrtigasAve. Quezon City

**DLS-STI MEGACLINIC**

Assigned in HMO and Accounting Department

Nature of Work

HMO: Verifying Health Cards, Handling incoming and outgoing calls, Filing, in charge in charging fees of consultation and tagging procedures of different HMO.

**ACCOUNTING DEPARTMENT**: Filing, Verify, checks and review daily remittances.

August 1, 2008- September 4, 2008

**La Vista Association, Inc.**

Assigned in Admin Office

Nature of Work: Appointing Secretary

December 5, 2007- February 2, 2008

**PERSONAL BACKGROUND**

Age : 25

Birth Date : April 5, 1990

Gender : Female

Civil Status : Single