**First Name of Application CV No 1622976**

Whatsapp Mobile: +971504753686



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**POSITION DESIRED**

Customer service representative, Administrative assistant, Finance personnel, Inventory assistant, Cashier, Document controller

**CAREER GOAL**

To work in an organization where I can utilize my knowledge and skills and make a meaningful contribution to the success of the organization and also shape my own career.

**SKILLS & QUALIFICATIONS**

* Proficient with Microsoft Office applications (Word, Excel, and Powerpoint).
* Good communication and presentation skills.
* Hardworking, approachable, reliable, people-oriented and patient.
* Result-oriented, commitment and determination to achieve results under all circumstances.

**WORK EXPERIENCES**

**MLhuillier Financial Services (Pawnshops) Inc.**

**Teller/Admin Staff**

**Batangas, Philippines**

**March 2012- June 2015**

*Duties and Tasks/ Essential Functions:*

Manages the branch in the absence or in the incapacity of the Branch Manager to perform his/her functions.

* Handles processing of money transfer service transaction in accordance to current money transfer service standards and policies.
* Performs the cashier and encoder function of the branch.
* Responds to inquiries regarding lost receipts and reprints a copy to the customer upon the presentation of the required supporting documents.
* Handles the sending notices to customers.
* Generate reports.
* Journalizes or supervises the journalizing of daily transactions.
* Monitors and keeps track of all expenses incurred in the branch.
* Performs other functions as required by management, subject to the standard operating procedures, guidelines and issuances.

**KMPA & Associates, CPA’s**

**Administrative assistant**

**Batangas, Philippines**

**May 2011 to January 2012**

*Duties and Tasks/ Essential Functions:*

* Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing & expediting orders for supplies; verifying receipt of supplies
* Customer service
* Ensures that documents are filed properly and chronologically

**ACADEMIC CREDENTIALS/ SUMMARY OF QUALIFICATIONS**

 **Lyceum of the Philippines University- Batangas**

Capitol Site, Batangas City

Bachelor of Science in Business Administration

Major in Human Resources Development Management

 2007 - 2011

**SEMINAR & TRAININGS ATTENDED**

* **Supervisory Development and Leadership Training Program**

Manila, Philippines 2014

* **KwartaPadala Operational Training**

Batangas, Philippines 2013

* **Anti-money Laundering Rules & Regulations And The Relevant Company Policies,**

Batangas, Philippines 2013

* **Integrated Seminar- Workshop on Nurturing Work Ethics That Companies Value Most And Excellent Customer Service**

Manila, Philippines 2012

* **Know Your Money and Counterfeit Detection Seminar**

Makati, Philippines 2012

**PERSONAL INFORMATIONS**

Date of Birth : April 12, 1991

Age : 24 y/o

Civil status : Single

Language spoken : English and Filipino