Administrative Assistant, Receptionist, Cashier, Bookkeeper Assistant , Sales Assistant

**AREAS OF EXPERTISE**

Office Management

Administrative Support

Customer Service Oriented

Handling Cash

Accounting software

Cashiering & Teller duties

Company product

Bank Reconciliation

Financial Accounting

**PROFESSIONAL**

Can Speak English

Customer facing skills

Keyboard Skills

Time Management

Focused & Attentive

**PERSONAL DETAILS:**

**First Name of Application CV No 1644312**

Whatsapp Mobile: +971504753686



To get contact details of this candidate Purchase our CV Database Access on this link.

<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>

DOB: June 09, 1978

**PERSONAL SUMMARY**

A highly competent, motivated and enthusiastic administrative assistant, receptionist, cashier, bookkeeper assistant, sales assistant, with friendly personality and plenty of customer service experience including the ability to do communicate to customer clearly and politely. Organized and willing to accept responsibility in meeting deadlines promptly. Able to work autonomously and meet deadline through the day and have a proven ability to sell company’s products and meet the set target that are set by managers.

**ACHIEVEMENT HIGHLIGHTS**

● Documentation, filing, meeting support, travel arrangement, organization

● QuickBooks, Icrm, and MS Office proficient

● Business writing and dedicated team player

● Increase savings deposits by educating clients the advantages of having a savings deposit

● Increase loan portfolio and sales

● Give the fast and accurate customer service to the client satisfaction

● Help maintain staff of 100 including staffing, payroll, achieved minimal attrition

● Collaborated with senior management for decision r elated to key project

● Achieved 99% customer satisfaction in high pressure environment

● Strong interpersonal skills

● Detail-oriented

● Payroll & Inventory management

**EDUCATION:**

Bachelor of Science in

Commerce Major

**Management Accounting**

Holy Cross of Davao College, Philippines

Graduate, 1999

**PROFESSIONAL DEVELOPMENT:**

Customer Care & Service Excellence Seminar, Philippines

Cooperative Bookkeeping & Auditing Seminar-Workshop, Philippines

Investment and Banking Procedure Seminar, Philippines

BEYOND Member-Savings Operation (MSO) and Basic Credit Management Seminar, Philippines

**CAREER PROFILE**

***ADMINISTRATIVE ASSISTANT/RECEPTIONIST***

 Ang Panday Construction Supplies **(APCS),** Philippines

March 2013 – February 2016

● Answer telephone, screen & direct calls

● Take and relay messages

● Provide information to caller

● Greet persons entering organization

● Direct person to correct destination

● Deals with queries from the public & customers

● Ensuring knowledge of staff movement in and out of organization

● Provide general administrative & clerical support

● Prepare correspondence & documents

● Receive & sort mails & deliveries

● Schedule appointments

● Maintain appointment diary

● Organize conference & meeting room booking

● Monitor & Maintain office equipment

● Monitoring stationery level & ordering office supplies

● Maintaining computer & manual filing system

● Handling sensitive information in confidential manner

● Coordinating office procedures

● Resolve administrative problem

● Organising travel arrangement

● Prepares and process shipment document of Lumber (Domestic Area-Philippines)

● Prepares and process shipment document of Lumber (Exportation-Korea)

● Prepares and process legitimate permits for the company

***SALES ASSISTANT***

Globe International Distributor (FAULTLESS)

March 2013-February 2016

● Greeting customers who enter the shop

● Assisting customer to find t-he goods and products they are looking for

● Being responsible for processing cash payment

● Stocking shelve with merchandise

● Answering queries from customers

● Balancing cash registers with receipts

● Keeping the store tidy and clean

● Attaching price tags to merchandise

● Inventory of stocks

***MARKETING***

Agusan Sur Teacher & Employees Multi-Purpose Cooperative (**ASTECCO**), Philippines

January 2001-March 2013

● Promote loan products & services of the cooperative to its members

● Invite every individual businessmen in the community to invest and become a member of the cooperative

● Offered attractive loan products & savings as per lending rules and regulations approved by the Board of Directors

***CASHIER/TELLER***

Agusan Sur Teacher & Employees Multi-Purpose Cooperative (**ASTECCO**), Philippines

January 2001-March 2013

● Cashier/teller for the cooperative

● Receives cash & cheque deposits from depositors

● Receives loan payments

● Posting of savings transaction in clients passbook

● Releases cash & cheque savings withdrawals and loan proceeds

● Issues Official Receipts, and prepares Daily Summary Savings Deposit/Withdrawal balancing daily collection

● Prepares cash & cheque for bank deposits

 ***BOOKKEEPER ASSISTANT***

Agusan Sur Teacher & Employees Multi-Purpose Cooperative (**ASTECCO**), Philippines

August 2000-January 2001

● Prepare Cash and Check vouchers

● Post Cash Vouchers , Check Voucher & Journal entry (Quickbooks POS)

● Stocks Inventory

● Maintain company books

● Manage employee payroll services