**KRISLYN**

**OBJECTIVE**

To secure a cooperative education in the field of Business Administration that will challenge and strengthen my computer, professional and managerial skills.

**WORKING EXPERIENCE**

**CASHIER**

**EMLY & CHILLI, Alif Investment L.L.C – Dubai**

**October 15, 2014 – April 2016**

* Taking order from the customer.
* Preparing the customer order.
* Preparing the supplies daily inventory.
* Checking the expiry date of the supplies.
* Responsible for cleaning the working area.
* Doing Daily Sales Report (DSR), weekly Petty cash report, monthly inventory report and payroll report.

**GRAPHIC DESIGNER**

**Largeformatix Visual Communication, Inc - Philippines**

**August 2013 - September 2014**

* Prepares work to be accomplished by gathering information and materials.
* Obtains approval of concept by submitting rough layout for approval.
* Prepares finished copy and art by operating typesetting, printing, and similar equipment; purchasing from vendors.
* Prepares final layout by marking and pasting up finished copy and art.
* Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment.
* Completes projects by coordinating with outside agencies, art services, printers, etc.
* Maintains technical knowledge by attending design workshops; reviewing professional publications; participating in professional societies.
* Contributes to team effort by accomplishing related results as needed.

**SECRETARY / ADMIN ASSISTANT**

**JJ Sotayco Construction & Trading - Philippines**

**April 2012 – June 2013**

* Preparing of cash receipts for monthly reports and purchases on account
* Preparing check voucher and checks payment for suppliers
* Preparing employees attendance sheet and payroll
* Preparing list of project for billing (Project Status File)
* Preparing monthly & weekly schedule of receivable
* Preparing summary of billing
* Preparing monthly reports and accounts reconciliation
* Preparing of sickness claim of employees
* Preparing of health insurance of employees
* Arrange General Manager’s work schedules and appointments

**SALES CLERK**

**Filtrepreneur Franchise Inc. - Philippines**

**May 2011 – March 2012**

* Maintaining the cleanliness in the selling area
* Entertaining the customer with full attention
* Checking the merchandise/items
* Replenishment or replacement of items
* Preparing of SRS (Sales Return Slip)
* Preparing of material requisition
* Preparing of work order for department
* Preparing of daily sales quota and sales report

**SKILLS**

* Strong interpersonal and communication skills
* Has positive, professional attitude and flexible in dealing with people
* Able to work under pressure
* Eager to learn and accepts teaching for further enhancement of skills
* Excellent hands on experience in using Microsoft Word, Excel, Power Point & Adobe Photoshop CS3
* Graphic Design Skills, Layout Skills, Creative Services, Customer Focus, Creativity, Flexibility, Attention to Detail, Deadline-Oriented, Desktop Publishing Tools, Acute Vision, Handles Rejection

**EDUCATION**

* **Bachelor of Science in Information Technology**

**2008 – 2011 (Undergraduate)**

Technological Institute of the Philippines

**PERSONAL PROFILE**

Date of Birth : December 10, 1990

Sex : Female

Civil Status : Single

Citizenship : Filipino

Height : 5’2

Weight : 55kg

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

