**DINA**

OBJECTIVE

Seeking for a challenging middle level position in Administrative Position cum Cashier where I can effectively and efficiently utilize my time, knowledge, skills and capabilities to enhance and add value to the company.

PROFESSIONAL EXPERIENCE

**School Cashier**

Mary the Queen Academy of Pampanga (Philippines)

Cabalantian, Bacolor Pampanga Philippines

November 16, 2011 – April 15, 2016

Responsibilities/Accomplishments:

* To receive and properly account for all transactions in cash and cheque.
* Processing all incoming payments received.
* Ensuring that the bills balance up at the end of the day.
* Respond and address premium customer inquiries and provide high level of satisfaction.
* Propose improvements to management to provide increasing levels of satisfaction among clients.
* Preparing Statement of Account, Cashiering
* Follow up uncollected and unpaid bills of students
* Prepare reports of monthly collections/transactions
* Prepare payment for month bills of the school.
* Provide reports to accounting office for bank reconciliation purposes.
* Other tasks as assigned by the Supervisor

**Administrative Assistant**

Mary the Queen Academy of Pampanga (Philippines)

Cabalantian, Bacolor Pampanga Philippines

April 27, 2009-November 15, 2011

Responsibilities/Accomplishments:

* Responsible in Monthly Time Card Analysis
* In charge of all timekeeping and payroll inquiries and company policy related inquiries of employees
* Petty Cash Custodian
* Receive and address feedback/complaints to ensure they are timely and properly managed.
* Preparing a minutes of meeting
* Identify, collect and report potential safety service to ensure they are timely and accurately addressed.
* Liaise with internal teams to ensure relevant information is communicated to guests.
* Proactively perform a wide range and high level customer service.
* Secretary of the Directress, Principal, Assistant Principal
* In charge of implementing disciplinary memos pertaining to company policies and procedures
* Safe keeping and filing documents
* Other tasks as assigned by the Directress

**Clerk/Bookkeeper**

Bank of Florida (A Rural Bank) Philippines

Mc Arthur Highway, Dolores, City of San Fernando Philippines

November 17, 2008-February 11, 2009

Responsibilities/Accomplishments:

* Daily monitoring cash in foreign payments
* Evaluates check vouchers
* Summarizes remittances of the previous day
* Updates the general ledger
* Inventories supplies used and unused
* Computes interest earned from depository banks
* Files documents
* Other tasks as assigned by the Supervisor

**Counter Cashier**

Byron Food Stuff Jollibee Corporation Philippines

McArthur Highway, Dau, Mabalacat Pampanga, Philippines

August 11, 2003-January 10, 2004

**Responsibilities/Accoplishments:**

* Determine beginning cash balance
* Inputs balance in point of sales computer
* Receives payments of foods consumed
* At cut-off, balances records and cash
* Other tasks as assigned by the Manager

**QUALIFICATIONS**

* More than 5 years working in administrative and cashiering position.
* Ability to organize and can work under pressure.
* Good literacy and numeracy skills.
* Practical experience of processing and controlling a cash book.
* Flexible and effective in time management.
* Computer literate, able to work in Excel and other company support system.
* Keen to details and in meeting up deadlines.

**EDUCATIONAL ATTAINMENT:**

Tertiary : Mary the Queen College of Pampanga SY: 2005-2009

G.S.O., Road San Matias Guagua Pampanga

Course : Bachelor of Science in Business Administration

Major in Business Management

Secondary : Lubao Institute SY: 1999-2003

San Nicolas 1st Lubao, Pampanga

PERSONAL INFORMATION

Date of birth: December 08, 1986

Nationality: Filipino

Status: Single

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

