**HARRY**

**Harry.297542@2freemail.com**

**OBJECTIVES**

To obtain a position where I can contribute my skills and knowledge and be an asset to your prestigious company. Where I can maximize my organizational and interpersonal skills.

**EDUCATION**

* Bachelor of Arts Major in Philosophy (June 1993 – March 1997)
* Bachelor of Science in Education – 14 units ( April 1995- May 1996)
* Masteral in Public Administration - 12 units (April 2000-March 2001)

**SKILLS AND ABILITIES**

* Exceptional Listener
* Analytical / Research Skills
* Computer / Technical Literacy
* Flexibility / Adaptability / Managing Multiple
* Interpersonal Abilities
* Problem – Solving / Reasoning / Creativity
* Can speak in English, Chavacano (Spanish), Pilipino and Bisaya.

**JOB PROFILE:**

**Company: CITY GOVERNMENT OF ZAMBOANGA, TREASURER’S OFFICE**

**Period:** April 27, 2005 – June 30, 2016

**Position: Revenue Collection Officer II**

**Major Responsibilities**

**Island Supervisor:**

* To supervise and monitor the income of fees and rentals at Sta. Cruz Island Beach Resort.
* To supervise the ground personnel in charge in the collections
* Assisting personnel in collecting fees and rentals in the different cottages.
* Assisting guests and visitors in their accommodation.
* Liquidate the daily cash collection at the City Treasurer’s Office
* To make a requisition of accountable forms to be used at the Sta.Cruz Island Beach Resort
* Prepares and submit Monthly Report of Income.

**Bus Terminal Supervisor :**

* Checking the status of collections in the Integrated Bus Terminal as per Cash and Official Receipts.
* Collect the terminal fees to different collectors assigned at Zamboanga Integrated Bus Terminal.
* Computes and balance the income of the Integrated Bus Terminal daily.
* Prepares Collection Report for liquidation of cash.
* Request Official Receipts and Tickets to be accountable in the Integrated Bus Terminal.

**Fisheries and Sand and Gravel Supervisor :**

* Collect fishery fees at Putik, Sangali and Tictapul Zamboanga City checkpoint.
* Collect delivery receipt and passes of sand and gravel trucks as per City Ordinance.
* Computes and issues Resident Certificate to the public.
* Prepare weekly Report of Income as to Fisheries and Resident Certificate.
* Prepares Report of the delivery receipt and passes at the City Treasurer’s Office
* Checking of personnel as to daily time log in and out.
* Supervise and prepares Monthly Schedule of personnel as to duties, different areas of responsibility and leaves.

**Sta. Cruz Public Market and Main Public Market :**

* To collect market rental of stalls at Sta. Cruz Public Market.
* To collect market rental of various stalls and parking fees at Main Public Market
* Prepares daily report of cash and receipts.
* Liquidation of Cash to the City Treasurer’s Office.
* Posting of payments to different ledgers of Stall Owners.
* To conduct an Annual License Inspection of different stalls as to Business Permit Certificate.
* Handling delicate situations, such as – customer request, special needs and complaint
* Experienced in Basic Office Administration (filing, encoding, data base updates, business letter composition)

**Company: ND Marketing**

**Period:** March 2003 – Jan. 2005

**Position: Salesman**

**Areas: Basilan Province** (Lamitan and Isabela, **Jolo, Siasi, Bungao Tawi – Tawi, Sitangkai**

**Major Responsibilities**

* + To booked orders at the different stores and department store in the assign areas.
	+ To collect payments and make an inventory of products at their respective store room or warehouse.
	+ Remit cash collection at the office.
	+ To submit monthly sales report and inventory of bad orders and returns.

**Company: Immaculate Conception Archdiocesan School**

**Period:** June 1999 – March 2002

**Position:** College Instructor

**Major Responsibilities**

* + To prepare and submit syllabus to the Academic Dean.
	+ To make a research and prepares lessons base on the subjects to be taught.
	+ To deliver and present the lesson promptly to the students .
	+ To prepare the examination questioners and materials and administer the examination to the students.

**Company: F.O.S. Marine Exporter**

**Period:** May 1997 – March 1999

**Position:** Shipping Supervisor, Quality Controller, Cashier

**Major Responsibilities**

* + To supervise in the preparation of the receiving area where all the marine products being sorted and classified accordingly.
	+ To administered the standard and qualities of all the marine products coming in our receiving area.
	+ To make a cash withdrawal in bulk amount and deposit at the different banks.
	+ To record the sizes and weights of different marine products of each suppliers.
	+ To prepare the order of payment and paid the suppliers in cash.
	+ To prepare all the necessary documents for shipment.
	+ To supervise the loading of cargoes from the storage to the container.
	+ To prepare Statement of Financial Report as per shipment.

**SEMINARS:**

* Customer Service Relation Seminar – Human Resource Management Office - October , 2014
* Valuation of Money Currency – Central Bank of the Philippines (Zamboanga Branch) - August, 2015
* Values Orientation Workshop – September, 2007
* Distance Learning Program On The Rules Of Conduct And Ethical Behavior In The Civil Service –

June, 2005

* Seminar on Recollection of Catechism – March, 2000