**RACHELLE C. AVARICIO**

**Objective**

 I am currently looking for a full time position in an environment that offers a greater challenge, increased in benefits, and the opportunity to help the company efficiently and productively. I want to work with a company where I can use my skills and gain further experience while enhancing the company’s reputation.

**Work Experience**

**Municipal Hall**

Accounting Office

Philippines

Admin Aide

February 15,2016 - May 17, 2016

Responsibilities

* Writing entries for disbursement and reimbursement vouchers and petty cash
* Encoding information’s for checks or cash advices of financial assistance. Expenses, Cash advances, Payroll and inventories
* Filing documents
* Processing papers or documents that are needed to sign by the department heads.

**Municipal Hall of Anda**

Mayor’s Office

Poblacion, Anda, Pangasinan

Philippines

OJT

 August 17,2015- September 23, 2015

Responsibilities

* Filing of documents
* Assisting indigents that seek for help to the municipality like financial assistance for urgent and emergency purposes.
* Processing papers or document that are needed to sign by the department heads.

**Landbank of the Philippines**

**(LEAF) Landbank Easy Access Facility**

Poblacion, Anda ,Pangasinan

Philippines

OJT

June 15,2015- August 12,2015

**Responsibilities**

* Encouraging prospective clients to open a savings or checking bank accounts.
* Offering services like opening accounts, giving them information or requirements needed for their loans and updates about their bank account transactions.
* Assisting clients on using the CDM (Cash Deposit Machine).
* Saving, encoding and updating information of new and old Bank accounts of the clients.

Skills

Customer services

Marketing strategies

Entrepreneural

**Education**

**Bachelor of science in Business Administration**

**Major in Marketing Management 2015**

University of Luzon ,Dagupan, Philippines

**Job Seeker First Name / CV No: 1798122**

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