**CHRISTALYN**

E-mail Address: [christalyn.302177@2freemail.com](mailto:christalyn.302177@2freemail.com)

***Objective: To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.***

**Work experience**

**Company: Executive Car Care**

Mussafah, Abu Dhabi UAE

**Position**: Receptionist/Admin/Accounts

(November 2014- Present)

* Monitoring the company sales & expense using the TOP-OS system (daily, weekly & monthly)
* Invoicing, Cash/Cheque release, Cash/Cheque Collections & Cash/Cheque deposits
* Store Labor Cost/ Payslip / Attendance / Overtime / Promotions & bonuses.
* Report on Financial account, Unpaid invoices, Assessment, cheque release and cash receivable (monthly) & evaluation of the employees
* Individual report such as Memo, Offer letter, Warning Letter, Employee schedule
* Scheduling of work and vacation
* Analyzing the market, competitor, materials & equipment for better operation
* Preparing a sales/ service/ product method
* Answering telephone calls, Dealing and taking care of the customer needs
* Dealing with supplier, supply count, inventory and ways to use it efficiently
* Implementing any decisions from the General Manager (it can be within the premises or to the employee)
* **TURKISH DESIGNING GARDEN**- other company with same sponsor

Set up accounts for the company

**Company: SLB Canteen**

Philippines

**Position**: Cashier/accounts/sales/waitress

(2010-2012)

* Monitoring the company sales & expense (daily, weekly & monthly)
* Invoicing, Cash release, Cash Collections &Cash deposits
* Store Labor Cost/ Payslip / Attendance / Overtime / Promotions & bonuses.
* Report on Financial account, Unpaid invoices, Assessment & evaluation of the employees
* Analyzing the market, competitor, materials & equipment for better operation
* Preparing a sales/ service/ product method
* Dealing and taking care of the customer needs
* Dealing with supplier, supply count, inventory and ways to use it efficiently
* Implementing any decisions from the Owner (it can be within the premises or to the employee)

**Educational Background**

**Tertiary:** **Jose Rizal University**

(2008-2012)

Shaw Boulevard, Mandaluyong City Philippines

**Bachelor of Science in Business Administration**

**Major in Marketing**

**Secondary:** **Rizal high School**

(2003-2007)

Caniogan, Pasig City Philppines

**Primary:** **Francisco Legaspi Memorial School**

Ugong, Pasig City, Philippines

(1996-2002)

**Seminar**

“How to Reach Success with your Brand”

February 23, 2012

**SKILLS AND QUALIFICATIONS**

• Has flexible personality, knows how to deal with pressure, can easily adopt to challenging environment

• Hardworking, trustworthy, honest and responsible

• Can easily understand instructions and can work with minimum supervision

• With good communication skills English and Tagalog

• Courteous and patient.

• With a wide range of knowledge in computer application.

>Typing

>Microsoft Word

>Microsoft Excel

> Microsoft PowerPoint

>Internet Research

**Personal Information**

Age : 25 y/o

Gender : Female

Birth Date : December 5, 1990

Birth Place :Ugong, Pasig City

Religion : Catholic

Citizenship : Filipino

Civil Status : Single

Language spoken : English/ Tagalog/ Arabic

**REFERENCES**

Available upon request.

DATE ISSUED : 13 APR 2012

DATE EXPIRES : 12 APR 2017

Christalyn

Applicant