**BEBILYN EGAGAMAO DECENA**

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# OBJECTIVE

# I am currently looking forward to joining a reputed establishment for a stable and progressive career whereby I can utilize my skill and contribute to the development of my employer and myself.

### KEY OF SUCCESS

# To Integrity & Ethics, Teamwork and continuous improvement

### PROFESSIONAL EXPERIENCE

Company/Organization SM Super Market

Position Sales Lady

Duration January 2015 to July2016

# Duties & Responsibilities:

* Knowing the needs of Costumer
* Good communication of Costumer

Company/Organization Davao Agricultural Ventures Corporation

Position Encoder

Duration 2013 January to December 2014

# Duties & Responsibilities:

# Encode, include maintaining hard copies and other types of documents

# Encode name of trucks

# Encode the plate number of trucks

* Sending fax
* Answer Telephone
* Going Bank (making withdrawal and Deposit)

# Company/Organization Magno Security Agency

# Position Liaison

# Duration January to December 2012

# Duties & Responsibilities:

* Petty Cash
* Make sure all physical bills is with me and every end of the month I make report and sent it to Finance
* Maintaining Cheque Registry
* Make sure that all is recorded the payment release.
* Bank transaction
* Fax bank transfer and call bank to follow up any bank related works
* Processed Trade License and Office Lease
* Maintaining Guest House Occupancy.
* Make sure all consultants have a proper place to live & maintaining number of occupancy in the room and end of the month sent report to project office team.
* Maintaining office file and safekeeping
* All office documents maintain the filing
* Maintaining pantry
* See to it that we have enough goods in our pantry like every Thursday I give cash to Driver and ask him to buy what are needed.
* Maintaining office stationary
* I am responsible for buying office stationary like toner, bond paper and all office needed.
* Arrange and coordinate in the conference room for meeting
* Arranging our conference room if they have meeting.
* Expenses for Employee
* Scan all the bills and sent to Finance
* Making letter correspondence
* Making letter if employee request Salary Certificate & others
* Hotel booking /Arrange Transportation
* Arranging Hotel booking for all staff

### PERSONAL INORMATION

# Name : Bebilyn Egagamao Decena

# Date of Birth : October 10, 1982

# Sex : Female

# Marital Status : Married

# Nationality : Pilipino

# Language : Tagalog, Bisaya, English

# School : Philippine College of technology

# Course : Associate in Computer Technology

2 years Course

**Job Seeker First Name / CV No: 1815390**

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