## MARGENITA

## [MARGENITA.302952@2freemail.com](mailto:MARGENITA.302952@2freemail.com)

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**Desired Position:** Admin. Assistant, Payroll Assistant, Office clerk

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**Objective:**

To obtain responsible position in a company or an institution; and expose oneself to various people,

Where my skills and knowledge will allow for continuous professional growth;

**SUMMARY INFORMATION**

I am knowing how to used Microsoft word, Excel and Power point and also basic Accounting.

I am knowing how to Invoicing, used original Receipt, payment voucher, acknowledgement receipt, and credit card.

Perform other clerical duties such as filing, photocopying, collating faxing and etc.

I have a good heart and patience person. I will do my best to handle my task, or any decent work.

I’m willing to share my knowledge and learn. Trustworthy, multi-tasking, and hardworking.

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**PERSONAL INFORMATION**

Sex: Female Citizenship: Filipino Civil Status: Single

**WORK HISTORY**

**Secretary / cashier / sales lady:** 05 / 2015 to 10/ 2015

**Ccc Lifestyle Inc. –** Buendia, Makati City Philippines

“Fashion and Accessories”

* Make a list all the orders per Location of a branches and Date.
* Answering telephone calls and responded to inquiries.
* Inventory to all finish products inside the stores.
* Deliveredall request finish products to other branches.
* Invoicing and issued Original Receipt to all items incoming and outgoing.
* Settled all credit card transaction and calculate all cash on hand during my duties.
* Handling file documents and improved systems procedures, locate missing files.
* I can do it to write documents outlining file management protocols, and sorted incoming documents.
* I can prepare a new files and create reports, correspondence and spreadsheet with Microsoft
* Taking picture and download into computer and promote the items.
* Trained the new entry staff on departments.
* Upheld confidentially of all information.

**Administrative Assistant:** 04/ 2013 to 04/ 2015

**LTDG Trading Inc. -** Malabon City, Philippines

“Forwarding Logistics”

* Time managements.
* Implement strategy to increase program and effectiveness.
* Execute contracts in timely and accurate manner.
* Monitored the daily time record and compute monthly salary.
* Inventory all the supplies inside the office and warehouse and input to computer and filing hardcopy.
* Monitor the daily transaction and communicate to all branches.
* Supervise all staff and branches
* Bank Reconciliation and collect all the check payment base on due date.
* Determine customer needs and developed program initiative according to preferences.

**Finance Assistant / Secretary / Accounting Assistant:** 04/ 2010 to 04/ 2013

**LTDG Trading Inc. –** Malabon City, Philippines

“Trading and services”

* I am knowing how to categorize and sorted incoming documents.
* Located missing files andmaterials, make an invoice, issued Original Receipt, Acknowledgement Receipt, and etc.
* Making coffee for my superior.
* Help to assist the task for other staff**.**
* Maintain cleanliness inside the office
* Handling office work filling documents, organized and inventory to all office supplies.
* Receive incoming and outgoing calls and sending emails.
* Bank reconciliation and budget the cash on hand, cash flow for daily Transaction.
* Assist to the superior and report all the incoming calls and emails.

**EDUCATION**

Associate of Computer Secretarial

March 16, 2007

**Datamex of Saint Adeline College** – Sucat Paranaque City, Philippines

**LANGUAGE**

Bisaya, Tagalog, English

**CERTIFICATIONS**

* **Neighborhood Fuels and Lubes Corp.** - Best in Cashier for the Month of April 2016
* **Phoenix Petroleum Philippines Inc**. - February 10 – 12, 2016

Neighborhood Fuels and Lubes Corp.

NTI Induction Training

* **PALMER** - November 08, 2013

Awareness, safety and Prevention and Hands – on use of Fire Extinguishers

* **Paranaque Skills Training Center-** August 01,2009

Cosmetology – (Mobile Based)

* **On the Job – Training -** August 08, 2006 – October 20, 2006

LTDG Trading Inc.

* **DEpED BaLs -** January to June 02, 2006

Alternative Learning System (Basic Computer)