

**MARY**

*Email Add:* *mary.320308@2freemail.com*

**Profile** **Administrative support professional** offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

**Work Experience SALES CLERK and DATA ENTRY** Dec. 25, 2012 –Sept.28, 2016

**U-MART, UAEUniversity – Girls Campus** Al – Ain, United Arab Emirates

*Job Description*

* Providing a safe and welcoming retail environment to customers
* Selling and Cashiering in the grocery
* Monitoring expiration date of the products
* Arranging and cleaning the items on the shelves
* Keeps and maintains a clean and desirable environment at all times.
* Maintaining current knowledge of market prices for store items, and work to ensure pricing consistency amongst all staff
* Putting entry of incoming products in the system
* Compiling, sorting, and verifying accuracy of data to be entered.
* Maintaining adequate records, keeping an up to date filing system.
* Issuing Sales Invoice
* Carry out office tasksbut not limited tolaminating,photocopying, scanning papers and filing papers and document filing.

**Inventory Clerk / Accounting Staff** Apr. 02, 2009 – Dec. 18, 2010

**Renica Traders (REBISCO)** Bohol, Philippines

*Job Description*

* Compiles and maintains records of quantity, type, and value of material, equipment, merchandise, or supplies stocked in establishment: Counts material, equipment, merchandise, or supplies in stock and posts totals to inventory records, manually or using computer.
* Compares inventories to office records or computes figures from records, such as sales orders, production records, or purchase invoices to obtain current inventory.
* Verifies clerical computations against physical count of stock and adjusts errors in computation or count, or investigates and reports reasons for discrepancies.
* Compiles information on receipt or disbursement of material, equipment, merchandise, or supplies, and computes inventory balance, price, and cost.
* Prepares reports, such as inventory balance, price lists, and shortages.
* Prepares list of depleted items and recommends survey of defective or unusable items.

 **ADMINISTRATIVE ASSISTANT/RECEPTIONIST** Oct. 02, 2007 – Apr. 1, 2009

 **City Health Office** Bohol, Philippines

*Job Description*

* Prioritizes, distributes, and oversees the work of fulltime support staff and clinic volunteers to ensure efficiency of the office.
* Develops a monthly clinic staffing schedule to provide coverage of all on site and off site multiple clinical services.
* Trains and orients new staff to multiple records keeping systems and data entry procedure.
* Checking in patients at the front desk
* Answers telephones, prioritizes incoming calls, takes messages and gives to appropriate personnel, refers clients to concerned department.
* Scheduling patients for the proper appointment
* Interviewing patients for case histories in advance of appointments.

**Cashier** Nov. 23, 2003 – Nov. 23, 2004

JPV Motor Vehicle Emission Testing & Car Care Cntr. Co Bohol, Philippines

Job Description

* Enter transactions in the cash register and provide customers with the total bill
* Issue receipts, refunds, credits or change due to customers.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Greet customers entering establishments.
* Maintain clean and orderly checkout areas.
* Establish or identify prices of services or admission, and tabulate bills using calculators, cash registers.

**EDUCATION BACHELOR OF SCIENCE IN COMMERCE major in BANKING & FINANCE**

HOLY NAME UNIVERSITY

Bohol, Philippines

June 1997- March 2002

**CAREGIVER**

CAN-CARE CAREGIVER TRAINING ASSESMENT AND DEVELOPMENT CENTER

Bohol, Philippines

April 2004 - Dec 2004

**SKILLS AND** -Computer Literate

**ATITTUDES** -Easily learns new concepts and routine

-Able to work with minimum supervision

-Self-motivated, hardworking and honest

-Good interpersonal relationship with superiors, colleagues and customer

-The ability to work well as part of a team

**EXAMS** Date Topic/Course Title

**TRAININGS AND** Oct. 17, 1999 Working Scholar

**SEMINARS** Divine Word College (Holy Name University)

**CERTIFICATIONS** 6300 Bohol, Philippines

April 02, 2006 Certificate of Eligiblity

 UV Cebu City, Philippines

Feb 17, 2004 PNS ISO/IEC 17025 Orientation/Awareness Seminar

 JPV Motor Vehicle Emission Center

Dampas District, Tagbilaran City 6300 Bohol, Philippines

Feb 17, 2004 Documenting Quality System

JPV Motor Vehicle Emission Center

Dampas District, Tagbilaran City 6300 Bohol, Philippines

**PERSONAL DATA** Age : 36

Date of Birth : September 15, 1980

Gender : Female

Language Spoken : English, Tagalog

Nationality : Filipino

Religion : Christian – Catholic