**CATHERINE**

[**CATHERINE.331286@2freemail.com**](mailto:CATHERINE.331286@2freemail.com)

**CAREERS OBJECTIVES:**

**-** To be affiliated in a well-known and globally competitive group of experienced professionals, for the utilization and enhancement of my skills on different field of works and also for the achievement of my personal growth of well being and contentment as well.

**-** To gain knowledge and skills to a high level that would help me and to the company’s needs.

**HIGHLIGHT OF QUALIFICATIONS:**

**•**Graduated Bachelor of Science in Information Technology

**•**With more than 1 year experience as a branch cashier in a private company in the Philippines.

**•**With knowledge in Operating System Environment (98, 2000, XP, Vista, Windows 7, Windows 8,)

**•**Knowledge in Microsoft Office applications (word, powerpoint, excel)

**•**Installation of Hardware and Software applications

**•**Visual Basic 2010 programming Language

**•** Basic knowledge in Adobe Photoshop

**•** Enthusiastic and fast learner who is very willing to learn and explore additional knowledge and skills that will help improve my performance.

**•** Competent to communicate effectively with other nationality.

**•** Highly professional and possess flexible personality.

**•** With good oral and written communication skills.

**•** Trustworthy and hardworking.

**•** Can work with minimal supervision.

**WORK EXPERIENCE:**

**Company: ADDESSA CORPORATION**

Mangaldan Branch

Rizal St. Mangaldan, Pangasinan, Philippines

**Position: BRANCH HEAD CASHIER**

(May 1, 2015 – Nov. 15, 2016)

**Duties and Responsibilities:**

* Prepares Daily and Monthly Cash Reports.
* Responsible to collect cash/check payments from customers and issue receipts of collections remitted by Account Analysts/Collectors and other company’s remittances.
* Responsible to update/reconcile the brown ledgers of the customers.
* Responsible to issue receipts from employee’s payment of Philhealth, SSS, Pag-ibig contributions and other payments made on employee’s advances, receivables and other payments.
* Responsible to secure all cash and check collections.
* Responsible in encoding all Receipts and Cash Invoice in SapB1.
* Assist in the preparation of Cash invoice or Sales Invoice.
* Assist in entertaining customers and close sales as the need arises.

**TRAININGS/SEMINARS ATTENDED:**

**Commission on Elections**

Rizal St. Mangaldan, Pangasinan

April-May 2013

On-the-job trainee (OJT)

**Colegio De Dagupan**

SITE Faculty Office

April-May 2014

On-the-job trainee (OJT)

**Placement Seminar**

Audio-Visual Theater

Colegio de Dagupan

February 10, 2015

**OJT Orientation and Seminar**

Audio-Visual Theater

Colegio de Dagupan

March 6,2013

**Lecture Series**

Audio-Visual Theater

Colegio de Dagupan

March 15,2013

**PERSONAL DATA:**

Date of Birth : February 5, 1991

Place of Birth : Mangaldan, Pangasinan, Philippines

Gender : Female

Nationality : Filipino

Marital Status : Single

Religion : Christian

**EDUCATION:**

Qualification Attained : Bachelor of Science in Information Technology

(2010-2015)

Name of Institution : Colegio de Dagupan

Arellano St,Dagupan City, Pangasinan, Philippines

**PERSONAL CERTIFICATION:**

National Certificate II in Computer Hardware Servicing(Certificate No: 14010402011075)

May 2014

**REFERENCES:**  Will be provided if requested.