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**Maricris**

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**Job Objective**

To add value and vitality to your company’s growth by contributing knowledge and skills, honesty and integrity, customer-centeredness and passion for excellence that will lead to quality service and satisfactory performance.

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| **Employment History**  **1. Magiclub Inc. (February 1, 2013 *– December 31, 2016)***  Position Title : Assistant Operations Officer  Industry : Money Changer and Remittance  **Job Description :**  1. Prepares transaction report such as cash disbursement, cash receipts,  monthly percentage tax and fund replenishment.  2. Balance and counter-check daily transaction report with actual stock (money).  3. Monitors checking account (USD &PESO) and exchange rates daily.  **2.** **Magiclub Inc. (November, 2005 - January, 2013)**  Position Title : Cash Operations Staff  Industry : Retail  **Job Description :**  1. Monitors daily sales report from the branches.  2. Ensures intact and on time deposits of sales collection.  3. Identify actual charges of cashiers.  **3. Magiclub Inc. (July, 2003 - October, 2005**  Position Title : Cashier  Industry : Retail  **Job Description :**  1. Ensures intact daily collection and proper turn-over of cash register to the next  cashier on duty.  2. Issuance of official receipt.    **4. Toshiba Logistics Inc. (October, 2002 - February, 2003)**  Position Title : Material Handler  Industry : Factory  **Job Description :**  1. Prepares spare parts of computers.  2. Counter - check materials to ensure the quality of parts.  5. **Jollibee Food Corporation ( January – May, 2001)**  Position Title : Crew  Industry : Food Chain  **Job Description :**   1. Maintain cleanliness at dining area. 2. Assist customers |
| **Award**  **Office Support Staff of the Year**  **August 7, 2013**  **Magiclub Inc.**    **Educational Background**  **BS Information Technology**  Institute/University : University of Pangasinan, Philippines  Year & Month Graduated : June 22, 2002 |
| **Skills**  *Computer Literate*  *Customer Service Assistance* |
| **Languages**  *Filipino*  *English*  *Pangasinense* |
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| **Personal Particulars &Preferences**  Age : 35  Date of Birth : 12 December 1981  Status : Married  Religion : Born Again Christian |

**I hereby certify that the above information is true and correct to the best of my knowledge and belief.**