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**Maricris**

**Maricris.335151@2freemail.com**

 **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
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| **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.**