

**MARY**

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**Objective:**

To join a prestigious organization where my current skills can be used to the full extent and more importantly where these skills can build upon through opportunity for personal and professional growth that such as organization can provide.

**SKILLS**

* Highly motivated with strong organizational skills for effectively prioritize task
* Enthusiastic, resourceful and trainable, able to adapt easily to new environment.
* Ability to handle wide ranges of task.
* Hardworking, work oriented and team player.
* Computer literate especially in Microsoft Word, Excel, Power Point.

**EXPERIENCE:**

**CITITRANS INTERNATIONAL LOGISTICS L.L.C**

505-506 Block B Al hudaiba Awards Bldg. Dec.2, Jumeirah 1, Dubai. U.A.E.

Nov. 10 2014 to 08 Dec. 2016

**DOCUMENT CONTROLLER / CUSTOMER SERVICE / CASHIER ( D.O. COUNTER)**

* Preparing all the documents for booking reports ( Bill of Lading, Invoice, Packing list, C.O.)
* Checking booking report with designated vessel name that arriving and already arrive that has 14 days free time / validity.
* Handling telephone calls (inquiries of customer for their shipments).
* Receiving payments (cash or cheque ) for the d.o. charges and making report for submission to finance office.
* Making summary of DP World transaction for daily records and sending email to Finance head department.
* Making call for shipping line import department for updating the validity of the N.O.C.
* Sending email to the shipping line with attaching the EIR so that tey can give a acceptance of letter, customer can return their container to MECREC / port.

**MIRAJ ISLAMIC ART CENTER (M.N.D. GENERAL TRADING LLC.) and**

**SAGA WORLD (COTTAGE INDUSTRIES UAE LLC.)**

Umm Suqeim 1, Jumeirah Beach Road, Jumeirah 3, Dubai, U.A.E

Dec. 15, 2008 to24 Jan., 2014

**OFFICE STAFF (Accounts and HR office)**

* Checking and Making the attendance summary for staff for daily basis and submit to HR office.
* Data Entry, Clerical and Business Correspondence work.
* Verify the daily sales report and see to it that the cash sales remitted reconciles with the report.
* Check the credit card merchant slip is duly signed and tally with the invoice amount
* Responsible for filing, copying, faxing documents.
* Responsible for handling petty cash fund and making vouchers.

**SALES ASSISTANT**

* Advising and serving customers.
* Ensuring stock levels are well maintained.
* Promoting store cards or special offers.
* Providing customers with information on pricing and product availability.
* Arranging window and indoor displays.
* Handling customer complaints or handling customers to management.

**CASHIER**

* Attending to cash counter works like receiving and refunding payments foreign and local money.
* Swiping cards from the Credit Card Machine and calling the bank for approval code for manual transactions ( credit / debit card receipts must be tally in the invoice amount.
* Making invoices using ITOS (Citrix package) an online system through the main office in Delhi, India.
* Prepares daily sales report and submit paymentsto accounts office.

**WINGS MANSAN METTALIDE INDUSTRY (Manufacturer of aluminum & kitchenware)**

Pasig, MetroManila, Philippines

June 14, 2002 to July 20, 2005

**OFFICE CLERK and SALES ASSISTANT**

* Monitoring and encoding employee's attendance in time cards.
* Preparing price list, invoices and receipts for clients.
* Operate and maintain machines in the office, like personal computers, voice mail systems, facsimile machines, scanners, and photocopiers
* Communicate with individuals related to his/her work, like the employees and customers
* Assuring all products is arrangingdisplay for Garage sale every end of the month.

**ON THE JOB TRAINING:**

**PHILIPPINE AIRLINES (ENCODER)**

**Flight Operation Department**

Paranaque, Metro Manila, Philippines 2001 – 2002

**EDUCATION:**

**FAR EASTERN UNIVERSITY**

Bachelor of Science in Mathematics major in Computer Science.

Nicanor Reyes St., Sampaloc, Manila, Philippines

Graduated.

**SEMINARS AND TRAINING**

* Crew Operations Training ( Wendy’s Training Center of the Philippines )
* Personality and Development Training ( FEU Philippines)
* Communication Skills ( FEU Philippines)PERSONAL DATA

**PERSONAL DATA**

Date of Birth: July 5, 1980

Nationality: Filipino

Civil Status: Married

Visa Status: Visit Visa

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