

Contact HR Consultant for CV No: 340581

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**Personal Background**

**Education**

**Technical Skills**

**Job Objective**

Progress career in a growing organization where I can get the opportunities to prove my abilities by accepting challenges and fulfilling the organizational goal through continuous learning and commitment.

**Professional Experience**

**Cashier/Billing**

**Cashier/ Billing**

**Store Co-Owner**

Dinalupihan Drugstore

Bataan Philippines

January 2011 – May 2016

* Obtains or receives merchandise, totals bill, accepts payment, and makes change for customers. Calculate sales discount to determine price.
* Sets up advertising displays or arranges merchandise on counters to promote sales.
* Removes and records amount of cash in register at end of shift.
* Keep record of sales, prepare inventory of stock, or order merchandise.
* Analyzes competition and competitive position in the local market
* Assists with other sales-related tasks as needed.
* Ensures that all data is maintained in an up-to-date and accurate manner.

**Accounting Assistant**

Micro-Finance DSP Inc.

Bataan Philippines

June 2007 – December 2010

* Processing accounts receivable transactions, making and recording deposits.
* Assists in performing bank reconciliations, preparing financial reports
* Assists in budget planning and maintaining ledgers and accounting books.
* Assists in administrative or clerical duties by answering phone calls to assist customers / client on their queries.
* File paperwork, perform data entry, scan documents, receive and sort mail to contribute to the function of the office in a reliable and highly organized manner.
* Proficient in computer software programs, such as Microsoft office applications
* Experience with office equipment such as fax machines, copiers and scanners

**Bookkeeper (On-Job Training)**

Land Bank of the Philippines

Bataan Philippines

October 2001 – March 2003

* Recording day to day financial transactions and completing the posting process
* Verifying that transactions are recorded in the correct day book, suppliers ledger, customer ledger and general ledger
* Enter data, maintain records and lunch reports and financial statements
* Process accounts receivable/payable timely
* Perform partial checks of the posting process
* Bringing the books to the trial balance stage
* Performs other related tasks as assigned

**Technical Skills**

Proficient in MS Office Application (MS Word, MS Excel, PowerPoint)

**Education**

**Philippine School of Business Administration Inc. QC**

Aurora Boulevard, Quezon City

**Bachelor of Science in Business Administration (BSBA)**

**Major in Banking and Finance**

2003 – **Graduate**

**Saint John Academy**

Secondary School

1997 – Graduate

**Personal Background**

Nationality: Filipino

Civil Status: Married

Date of Birth: 14 August 1980

\*\*\*References are available upon request.

*I solemnly declare that all the above information is correct to the best of my knowledge and belief.*