

**CURRICULUM VITAE**

**SHELLA**

**E-mail Address :** shella.340749@2freemail.com

**OBJECTIVE**

To find a career within a company where prior experience, personal ability, and a commitment to professionalism would be of value and an organization that will utilize my management, supervision and research skills to benefit mutual growth and success.

**KEY SKILLS**

* Communication (Verbal, written and listening)
* Analytical / Research Skills
* Management/ Adaptability /Flexibility Skills
* Problem-Solving / Reasoning / Judgment / Decision-Making
* Planning / Organizational Skills
* Team Leader / Leadership skills
* Computer Literate
* Positive Attitude / Motivation / Energy / Passion / Dedication
* Quick learner / Organized / Detail-Oriented

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Course | **Year** | **University / Board** | **Specializations** |
| **Bachelor of Laws** | 2014 | Tarlac States University | **English/Laws** |
| **B.S Commerce** | 1998 | Dr. Nicanor Reyes Memorial Colleges | **Banking and Finance** |

**PROFESSIONAL EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **ORGANIZATION** | **PROFILE** | **PERIOD** |
| **Proprietress / Businesswoman** | Gowns, Barongs, Flower Arrangement & General Merchandise | 2005 - 2016 |
| **High School Department Cashier** | OLRA Colleges Foundation San Manuel , Tarlac | 2006 -2009 |
| **Sales and Marketing Supervisor** | Herbalife International Philippines, Inc. Manila | 2003 - 2006 |
| **Cashier/Sales** | Balingit Home Furnishing Corporation Paniqui, Tarlac Philippines | 1999 - 2004 |

**KNOWLEDGE**

* Must know every aspect of the business in question
* Securing the financing
* Keeping track of the books in business operation
* To ensure the smooth operation of the business
* To plan business strategy based on the findings of current research and the corresponding analysis
* Manage receipts and coupon
* Take payment in exchange of products
* Process cheques and credit card payments
* Generate cash transaction reports
* Check daily cash accounts
* Balance cash registers at the end of the day
* Listen to customers grievances and offer to solve their problems
* Maintaining monthly , weekly and daily report of transaction

 **JOB TRAININGS AND SEMINARS ATTENDED:**

* Philippine National Bank (120 hrs.)
* Management and Supervisory Development Training

**AFFILIATIONS:**

KIWANIS International Philippines Luzon District

Cabanatuan City Chapter Division II C2 ( Member)

October 2015 - Present

**PERSONAL DETAILS**

Date of Birth **:** 07 November 1976

Gender **:** Female

Marital Status **:** Married

Nationality **:** Filipino

Languages Known **:** English and Tagalog

**PASSPORT DETAILS**

Place of issue **:** Baguio City , Philippines

Date of issue **:** September 01, 2015

Date of expiry **:** August 31, 2020

Visa Status : Tourist

Date of Expiry : March 01, 2017

**CERTIFICATION**

I hereby certify that the above information is true and correct to the best of my knowledge and belief. Any fraud statements are ground for the company to reject my application.

Shella