HUMAN RESOURCE MANAGEMENT

[Crystal.341462@2freemail.com](mailto:Crystal.341462@2freemail.com)

Dear Sir/Ma’am:

Good Day!

I was excited to see your opening for a new vacancy, and I hope to be invited for an interview.

I am very happy to present my application for your consideration for any vacant position you have. I have read your advertisement and I have confidence that my skill and experience will be great addition in your company.

I have been trained as a bank teller as well as customer service at RCBC Savings Bank. Though I have been there in a short period of time but I provided them an approved/closed Autoloan, and was referred and booked a FNAC Insurance, one of the products in my previous bank.

In my first company, I’ve been a regular employee after 6months at Bite Me Up Food Corp.-7 Eleven Commissary CDO, working with them with lots of workload not just as their Administrative & Accounting Officer , but also their purchaser and OIC. They give me their full trust that’s why my work is beyond in my job description.

I’m knowledgeable in bookkeeping, cost accounting, handling accounts like income statement, balance sheet, cash flow, and other financial matters. I’m also knowledgeable in marketing, since this is my major all about. I have interpersonal communication skills that will gradually suits what you are seeking for, I have the guts to entertain clients and have a closing skills. I can handle stress and pressure, and believing that failure is a part of success. I can endure long hours of work, and open for any critics. I am a competitive person, since I’m active in my school’s organizations, and I am hoping to develop and enhance my leadership skills in your company. I am flexible and responsible. If you want to know me more please refer in my qualification. I am willing to be trained and learn. I am eager and ratified to be part of your company.

I am confident that I can offer you the customer service, communication and problem solving skills you are seeking. you can email me at to arrange an interview in your most convenient time.

Thank you for your time—I look forward to learning more about this opportunity!

Sincerely,

Crystal

Enclosure: Resume



**CRYSTAL**

**CAREER GOAL:**

To give in and contribute the skills and education that I have acquired into a challenging and tough situation in order to achieve the desired result, in my best and efficient way for a long term of

employment.

**PERSONAL DATA:**

Age : 22 years old

Birth Date : November 21, 1994

Gender : Female

Civil Status : Single

Height : 5’1

Weight : 114.4 lbs.

**EDUCATIONAL ATTAINMENT:**

**College:** Xavier University-Ateneo de Cagayan

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Major in Marketing Management

Magis Awardee 2015

Academic Scholar 2011-2013

Performing Arts Scholar 2014-2015

**High School:** San Roque Parish High School

Salutatorian

Jerry Roxas Leadership Awardee

**Elementary:** Magsaysay Central School

Valedictorian

**EMPLOYMENT RECORD:**

**RCBC Savings Bank**

*July 2016-January 2017*

**Customer Service Associate**

Scope of Responsibilities

* Process over-the-counter transactions of the branch-deposits
* Responsible with the process of withdrawals/encashments, credit/debit memo, bills payment, etc.
* Ensures delivery of excellent quality service to all clients
* Provide splendid customer services to clients in a friendly and courteous manner at all times.
* Have sufficient knowledge about the banking products and services and respond to all inquiries accordingly.

**BITE ME UP FOOD CORP.- 7 Eleven Commissa**ry CDO

*April 2015- May 10,2016*

**Administrative & Accounting Officer**

Scope of Responsibilities

* Do payroll for admin and rank & file 
* Do accounts payable and check issuances 
* Do monthly assets inventory 
* In-charge of petty cash fund. 
* Do daily inventory scaling report for raw material variances. 
* Do purchase order 
* Do receiving 
* Do Accounts Receivables 
* Do MYOB Disbursement 
* Do Bank Reconciliation 
* Do sales report 
* Customer Service and Custodianship 
* Managing the team of the Commissary 

**RELATED EXPERIENCES:**

**POSITION**

1. Volunteer
2. Finance Manager

3.Marketing Manager

1. Block Representative
2. LGU Marketing Staff (Summer Job)
3. LGU Accounting Dept. (Summer Job)
4. LGU Accounting Dept.(Summer Job)

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| --- | --- | --- |
| **COMPANY NAME** | **COMPANY ADDRESS** | **INCLUSIVE** |
| Job Fair | Xavier University | **DATES** |
|  |
|  |  | February 5-6, 2015 |
| Nuts & Kisses Co. | Bloomingdale Subdivision, | November-March, |
| (FeasibilityStudy) | Cagayan de Oro City | 2015 |
| Nuts & Kisses Co. | Bloomingdale Subdivision | June-October, 2014 |
| (Feasibility Study) | Cagayan de Oro City |  |
| SBM(1 st Sem.,4 th yr) | Xavier University | June-October,2014 |
|  |  |
| LGU Magsaysay | Magsaysay, | April-May 2014 |
|  | Misamis Oriental |  |
| LGU Magsaysay | Magsaysay, | April-May, 2013 |
|  | Misamis Oriental |  |
| LGU Magsaysay | Magsaysay, | April-May,2013 |
|  | Misamis Oriental |  |

**SKILLS:**

* Knowledgeable in bookkeeping, cost accounting, and other financials accounts. 
* Has a wide knowledge in marketing 
* Proficient in computer skills 
* Has a good interpersonal communication skills 
  + Has a closing skills 
  + Has effective listening skills 
  + Has a leadership skills 
  + Can handle complaints 
  + Can endure long hours of work 
  + Can manage ethical issues 
  + Organized and Systematic 

**SEMINARS ATTENDED:**

|  |  |  |
| --- | --- | --- |
|  | Signature and ID Verification Seminar | August 2016 |
|  | Bonifacio Global City, Taguig |  |
|  | Money Counterfeit Detection Seminar | August 2016 |
|  | Bonifacio Global City, Taguig |  |
|  | Integrated Banking Fundamentals | August 2016 |
|  | Bonifacio Global City, Taguig |  |
|  | Product Awareness and Competency Training | August 2016 |
|  | Bonifacio Global City, Taguig |  |
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| **SCHOOL ORGANIZATIONS:** | |  |
| **ORGANIZATION** | | **POSITION** |
| 2. | Junior | Member |
| Marketing | |  |
| Association | | Secretary and Performing Artist |
| 3. | Xavier University |  |
| Cultural Dance Troupe | |  |
| 4. | XU PAF-ROTC | Reserved Officer |
| 5. | XU SBM Softball Team | Right Stop Player |

**INCLUSIVE DATES**

2013-2015

2011-2015

2012-2013

2011-2014