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**MARIA**

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**CAREER OBJECTIVE**

A competent, efficient, productive and creative professional worker dedicated to the development goals and purposes of a business, government and other organized enterprises.

**PROFILE**

• Good quality customer service and computer skills with proficiency in MS Offices and Outlook.

• Have excellent written, oral and interpersonal skills.

• Enthusiastic and results-oriented with a professional attitude and well-groomed at all times.

• Good analytical and organizational skills

• High degree of flexibility in prioritizing and executing significant task under time constraints.

• Provides customers efficient and accurate transaction processing.

• Display sincere, outgoing, aggressive and friendliness.

**WORK EXPERIENCE**

**Organization : Robinsons Appliances Corporation**
 Robinsons Place, Mabini, Santiago City
**Period :** May 25, 2015 to December 26, 2016
**Position Held : Store Supervisor- Administration**

**Duties and responsibilities:**

* Responsible for the accounting, all cash and check payments and remittances in the store.
* Implements effective cash management programs, that ensures optimum and secured sales profit.
* Train and monitor performance of cashiers.
* Prepare all necessary reports and documents related to cash operations.
* Functions and responsibilities:
>People Management
> Cash Operation
> Cash Managements
> Customer Service
> Others such as:
-monitor and account for the issuance and sales of gift certificate
 -maximize the use of available resources and submit all required report on time.
 -prepare and submit report such as daily deposit report, petty cash replenishment, petty
 cash, and the cashier’s accountability on time.
 -perform other functions as may be assigned by the immediate superior from time to time
* System handled:

-FSDM7- Generates encrypted logs for Daily Working Schedule Report such as DWS with changes, Attendance Template, Absence Template and Time Entries for direct hired employees to be submitted to RA HR after every cut-off. Generates Attendance Logs of Promo-merchandiser to be submitted to their respective HR

-ACMPRO- Generates Attendance Logs of Third Party Manpower for DTR Summary Work sheet to be submitted to People Serve Cooperative and RSIA (Agency) after every cut-off

-SPA- used to upload Schedule data and Attendance Information Monitoring Sheet based from FSDM7 attendance logs.

-SPA Third Party Manpower- used to upload Schedule Data and DTR transaction based from ACMPRO attendance logs.

-SVA-A GC System use when receiving, ordering Gift Certificates during offline transaction.

-SPAGOBI-A Gift Certificate System use when viewing or monitoring of Used Gift Certificate status, sales and replenishment.

-Store Line Office/POS (Point of Sale)- System for cashiering concern.

-JDA- A centralized system use to receive, back load, monitor stocks inventory using stock keeping unit codes. Automatically connected to Point of Sale System and Store Line Office.

-SAP
-GCAR- A system use for reporting daily bank deposit

**Organization : RAV-A Pharmaceuticals**

 Villa Magat, San Mateo, Isabela

**Period :** February 1, 2013 to May 23, 2015

**Position Held : Accounts Executive**

**Duties and responsibilities:**

* Handling Pro Bio accounts; keep accurate records and documentation for reporting and feedback.
* Consolidates all payment collections of team Pro Bio medical representatives from their respective territories and record to weekly sales summary report for allocation of expenses vs. budget for the following week; summarizes month to date and year to date total sales.
* Receives and counts medicine delivered in a stock room inventory; records the data manually and encodes to computer. Unpack and packs items and stocks them on shelving system in stock room and keeps the items organized and readily accessible.
* Attends sales meetings, conference calls, training sessions and symposium circuits.
* Work with sales team to develop strategies and implement brand strategies to ensure a consistent marketing message.
* Build positive trust relationships with medical representatives to influence targeted group in the decision-making process.
* Pursue continues learning and professional development and stay up-to-date with latest medical data.
* Provides historical records by maintaining records on area and customer sales.

Contributes to team effort by accomplishing related results as needed

**Organization : Southern Immigration Services**
Cityland Herrera Tower, Salcedo Village, Makati City, M.M.

**Period :** January 11, 2012 to September 18, 2012

**Position Held : Offshore Agent**

**Duties and responsibilities:**

* Assist walk in clients and telephone calls in inquiring application of student visa, employment visa, immigrant visa for Australia and Canada.
* Collecting and filing requirements such as personal documents, school records, fill-up forms from Australian or Canadian Embassy to be submitted to the said embassies.
* Encoding and updating client information, details, procedure development using company’s Gmail account.
* Processing client’s IELTS review for examination, payments, examination schedule and follow up results.
* Searching schools at said countries and coordinates with the schools for those who applies student visa, making assessments for those who applies immigrant visa, searching employers and suitable jobs for the employment visa under the access of our registered agent Mr. WilfredoNatividad.
* Processing payment of SSS (Social Security System), Philhealth Insurance and other payment obligations of the company.
* Making daily report.

**Organization : Cottonil Readymade Garments**

Al Ghazal Mall, Al Diyafah St., Dubai, UAE

**Period :** June 18, 2010 - March 15, 2011

**Position Held : Cashier; Sales Executive**

**Duties and responsibilities:**

* Operates cashiering system.
* Marketing products and services.
* Educate customers through detailed explanations and/or demonstrations.
* Develop creative sales techniques.
* Remain updated of the product knowledge.
* Assisting customers to what product they need.
* Implementing the designs and plans created by the visual merchandising manager which may involve work such as lifting, carrying and climbing ladders maximizing the space and layout of the store.
* Installing and dismantling displays using available space to the best advantage.
* Preparing for promotional events and dismantling displays at the end promotional period

**Organization : Producers Savings Banking Corporation**

 Business Center, Santiago City, Philippines

**Period :** April 22, 2008 – December 28, 2009

**Position Held : Loan Officer**

**Duties and Responsibilities:**

* Handled unsecured loans such as Salary Loan and Market Vendor Loan. Assists walked-in clients for secured loans.
* Filed loan documents such as application forms, interview sheets, loan proposals, release documents, deposits and loan statements, and complete requirements including post-dated checks.
* Credit application to ICBA system of Producers Bank.
* Monitored payments of borrowers from date granted to due date, collecting payments before due date and installment past due.
* Follow-up collections through phone calls, mailing of reminder letters and/or through verbal if needed.
* Prepared monthly insurance report and requirements of insurance claim in case death of borrower.
* Sent demand letters or transfers past due accounts to the company legal office.

**Period : October 10, 2005 – April 21, 2008**

**Position Held : Teller/New Accounts; Marketing Assistant**

**Duties and Responsibilities:**

* Operates a teller's window to serve the bank's customers by:
* Identifying customers and cashing checks, or referring customers to the officer for authorization to cash checks.
* Accepting savings, current deposits and withdrawals, verifying signatures, giving customers their duplicate copies.
* Opens new accounts by entering information to the system and admits customers to safe deposit boxes.
* Balances cash daily.
* Accepts payments of loans giving customers their receipt.
* Responsible for bank opening/closing.
* Sorting and filing daily transactions.
* Assists new account clients, files signature cards, other related forms and documents.
* Promote and maintain positive relations with all contacts, customers and potential customers.
* Promotes the bank's product and services.
* Assists various marketing campaigns, development and coordination of advertising and promotional programs.
* Performs other related marketing duties as may be necessary to ensure the ongoing effectiveness and support of the marketing function of the bank.

**EDUCATIONAL BACKGROUND**

Tertiary: **BACHELOR OF ARTS IN PSYCHOLOGY**Arellano University

 Manila,

 Year graduated: 2004

**PERSONAL DATA**

Age: 33years old Dialects can speak: English and Tagalog

 Birthplace: Santiago City, Isabela, Philippines

**REFERENCES AND OTHER CREDENTIALS**

Available upon request