**Sheena**

Email add: [sheena.343890@2freemail.com](mailto:sheena.343890@2freemail.com)

C/o-Mobile no: +971505891826

**Objective**

I am seeking employment with a company where I can grow professionally and personally. To enhance my learning and understanding with regards to different business transactions.

To enhance my interpersonal skill with my employer, co-employees and clients.

DEVELOPMENT/MOTIVATION:

* Resourceful and enthusiastic
* Exceptional leadership
* Effective in oral/written communication
* Develop rapport with clients, family, staff and co-employees
* Good interpersonal skills
* Relate well to people from a variety of cultures
* Able to maintain focus in demanding work environment
* Always find a way to effectively complete multiple tasks or assignments
* Proven record of reliability and responsibility
* Remain calm and professional throughout critical incidents
* Strong analytical skills, capable of assessing conditions and implementing appropriate intervention
* Resourceful problem solver capable of implementing solutions to complex problems
* Committed and responsible
* Can adapt easily to new situations

**Educational Attainment**

**Tertiary** University of Mindanao Tagum Campus

Arrellano St. Tagum City

**Bachelor of Science in Business Administration**

**Major in Management Accounting**

S.Y. 2008-2012

**Secondary** Tagum City National High School

Manga Visayan Village, Tagum City

S.Y. 2004-2008

**Elementary** Magugpo Pilot Central Elementary School

Mabini St. Tagum City

S.Y. 1998-2004

**Profession:**

**Civil Service Professional Eligibility**

Career Service Professional Examination

Magugpo Pilot Cental Elementary School

Tagum City, Philippines

October 26, 2014

**Trainings/Seminar attended:**

**On-the-job training**

Audit group F, Commission on Audit

Province of Davao Del Norte

November 28, 2011-March 12, 2012

**CPE on the ROAD Seminar**

February 19, 2010

Molave Hotel, Tagum City

**JPAMA General Assembly**

University of Mindanao Tagum Campus

September 25, 2010

**Personality Development Seminar**

University of Mindanao Tagum Campus

Feb. 25, 2012

**Pre-Employment Seminar for Local Applicants (PESLA)**

University of Mindanao Tagum Campus

Feb. 16, 2012

**Work Experience:**

**Mediation Technical Department of Justice (City Prosecution Office)**

**Assistant** Hall of Justice, Mankilam, Tagum City, Philippines

July 1, 2015 – June 30, 2016

Job description -receiving cases for mediation from records officer

-encoding and scheduling of mediation through the availability of mediator (City Prosecutor)

- Informing the complainant and respondent through phone or mail for their scheduled mediation

- Assisting the Mediator in their mediation and helping with signing and completing of the necessary forms

- encoding the successful and failed mediations

-forwarding of the result to records officer

-make end of the month reports

**Bank Teller Metropolitan Bank and Trust Company**

Rizal St. corner Abad Santos St., Tagum City, Philippines

January 1, 2015 – April 14, 2015

Job description -Cash checks after ensuring that signature are valid  
-Receive checks and post entries into correct accounts  
-Manage balancing duties akin to currency, coins and checks  
-Verify dates on incoming checks  
-Receive cash from armored cars and count and verify cash  
-Verify cashier’s checks  
-Sort, file and record deposit slips  
-Manage specialized services such as checking and savings accounts  
-Provide account balance information to clients  
-Accept and process loan payments  
-Transfer funds at the request of clients  
-Ensure that the cash drawer is balanced and maintained at all times  
-Cross sell bank’s products  
-Perform end of the day recap of money and bank slips  
-Take advantage of sales opportunities to attract new customers  
-Post all cash and credit card entries into the database  
-Organize and restock workstation with supplies  
-Stamp receipts and verify that the customer is who he or she claims to be  
-Compare signatures, photos and ID to verify customers

**Collection Agent Teleperformance (Telephilippines)**

2nd Floor, SM City Davao Annex, Quimpo Blvd, Talomo District, Davao City, Philippines

April 1, 2014 – August 16, 2014

Job Description - Collect payments on past due bills.

-Create a list of people who have not made payments.

-Organize list according to severity of delinquency.

-Inform clients of overdue accounts and amount currently owed.

-Attempt to collect payment.

-Ensure all customer information is correct, including phone numbers and addresses.

-Listen to customer's story and determine if debt can be collected.

-Set up repayment plans and new terms of sale.

-Record new commitment to repay debt.

**Front desk cashier and Big 8 Corporate Hotel**

**Outlet cashier** National Highway, Tagum City, Philippines

December 11,2012 – December 26, 2013

Job Description

Front desk cashier -welcomes guest and receive payment for their reservations and bookings

-coordinate to housekeeping department to check the room before check out

-checks out guests and collects their payment

-do the reports after end of shift

Outlet cashier -assigned at the amenities of the hotel

-make the guest comfortable with their stay

-assist guest with their needs

-collects for the payment

-make end of shift payment reports

**Personal Data**

Date of Birth : January 21, 1992

Civil Status : Married

Citizenship : Filipino

Joining : Immediate

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