**ACE**

**ACE.360102@2freemail.com**

**EDUCATIONAL ATTAINMENT:**

College : Central Philippine University

Course : Bachelor of Science in Commerce

 Major in Banking and Finance

 Jaro, Iloilo City

Duration : 1997 – 2001

High School : University of San Agustin

 Jaro, Iloilo City

Year Graduated : 1993 – 1997

Elementary : Colegio de San Jose

 Jaro, Iloilo City

Year Graduated : March 1993

**JOB EXPERIENCES:**

**Accounting Staff** : **Wholesale Commodity & Exchange, Inc. (Cash & Carry Supermarket)**

 Filmore St., Palanan, Makati City

 From October 01, 2010 to February 28, 2017

**JOB DESCRIPTION:**

1. To reconcile the charge slip against the bank statement if it’s balance.
2. To add all of the charge slips, in order to know the sales per bank at the end of the day.
3. To prepare monthly report on Display Allowance for the suppliers renting in the Supermarket.
4. Includes all clerical works such as filing, typing and encoding.
5. Assist the suppliers, if there’s a vacant gondola and accompany them on the location where they want to put their merchandise.
6. Making of contract for the suppliers for the rented space they acquired inside the Supermarket.

 **Sales Clerk** : **HOMEWORLD SHOPPING, CORPORATION**

 SM Annex Bldg., Makati City

 From June 22, 2008 to June 20, 2010

**JOB DESCRIPTION:**

1. Attends and assists customers in the selection of merchandise.
2. Records daily sales.
3. Directs customers to the right counter or department.
4. Replenishes the stocks on display.
5. Checks if the merchandise has breakage or damages.

**Factory Worker** : **MYOUNG SHIN CO., LTD.**

 South Korea

 From December 29, 2004 to December 23, 2007

**JOB DESCRIPTION:**

1. To check and inspect the car parts if it’s damaged or not, before loading it in the conveyor.
2. To check carefully the finished products before loading it to the palette.
3. To separate the damaged products for repair.

**Office Staff** :  **GOURMET NOODLE, INC.**

 2282 Pasong Tamo Extension, Makati City

 From January 25, 2002 to July 10, 2002

**Office Staff** : **ORIENTAL PASTA, INC.**

 2282 Pasong Tamo Extension, Makati City

 From July 16, 2002 to December 31, 2002

**Office Staff** : **LUK YUEN NOODLE INDUSTRY, INC.**

 2282 Pasong Tamo Extension, Makati City

 From January 07, 2003 to June 22, 2003

**Office Staff** :  **EXOTIC CUISINE, INC.**

 2282 Pasong Tamo Extension, Makati City

 From June 23, 2003 to December 08, 2003

**Office Staff** : **BARBEQUE RESTAURANTS, INC.**

 2282 Pasong Tamo Extension, Makati City

 From January 05, 2004 to June 20, 2004

**JOB DESCRIPTION:**

1. To check the correctness of the amount paid by the customers based on order notes

and food served

1. To match the original order notes against the duplicate and to charge employees

for any shortages detected.

1. To check the series of sales invoices and order notes used and to report missing invoices.
2. To file sales invoices.
3. To make monthly sales report.

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

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