

***MARY***

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***SUMMARY***

***A highly motivated and results have driven team player with over years of invaluable experience in leading and developing a successful operation team. Skilled In a numerous financial and accounting fields. Having the ability to handle complex assignments effectively and possessing the confidence to work as part of a team. Presently looking for a suitable opportunity position with a forward thinking company where she can excel, deliver and achieve her potential.***

***SKILLS***

***Career Oriented***

***Focused***

***Self - Confidence***

***Strong work Ethic***

***Handling Pressure***

***Time Management***

***Work experience***

***Accounts / Accounting Clerk / Admin Assistant***

**RALAV CORPORATION** October 11, 2004 to December 30, 2016

***NESTLE Distributor -*** Caraga Region Philippines

* Handle telephone calls and relay message to appropriate department or individual
* Responsible of the accounts and payments of the clients.

- Handling cheques for deposits.

- Monitoring overdue cheques..

* Responsible for the cash collection from the salesman.
* Arrange for money to be delivered to bank.
* File and tally deposits
* Responsible of the Sales invoice.
* Monitoring of sales return/ bad order.
* Compile and sort invoices and checks.
* Develop and maintain a filing system
* Maintain contact list
* Assist in the preparation of regularly scheduled reports
* Maintain inventory of office supplies and ensure that supplies are ordered on time.
* Maintain up-to-date employee holiday records.
* Performs all other related duties as assigned.

***Marketing Coordinator / HR Assistant***

**PRYCE GASES INCORPORATED** September 2002 to June 2004

**Caraga Region Philippines**

* Responsible to assist the direct immediate superior in the day to day coordination.
* Responsible of making Sales report to the manager
* Responsible of answering calls and inquiry of prospect clients and other matters.
* Sales monitoring.
* Arrange job postings
* To manage and record sickness absence records.
* Handling daily time record.
* Maintain and file applicant information.

***Accounting Clerk / Cashiers***

**POP COLA INCORPORATED**August 2001 to February 2002

**Butuan City Philippines**

* Handling all the cash transactions
* Receive payments by cash and cheques
* Checking daily cash accounts
* Maintaining monthly, weekly and daily report of transactions
* Monitoring Cash flow.

- Liquidation of Salesman expenses and allowance.

* Monitoring of accounts.
* Making deposit slips.