**KATHERINE**

******KATHERINE.363299@2freemail.com**

OBJECTIVE :

* To share my knowledge and to enhance my capability to do the particular job or task that may give.
* To obtain a work experience that offers new opportunities where I can expand my knowledge and skills.
* To impart my knowledge and skills in a way that meet the vision mission and objectives of company I serve.

**Skills and Qualifications:**

* Excellent interpersonal, written and oral communication skills
* Ability to think creatively and can work hard under pressure
* Strong analytical skills
* Proficient in account management, marketing and financial services
* Good Knowledge in Retail Banking, personal and even investment banking.
* Highly proficient in providing and selling bank services and products.
* Able to build and maintain positive rapport with customers/ clients.
* Outstanding negotiation and presentation skills
* With excellent mathematical and analytical skills.
* Multitasking ability under minimum supervision

PERSONAL INFORMATION :

 Date of Birth : 19th day of August, 1987

 Place of Birth : Mailag, Valencia City

 Nationality : Filipino

 Sex : Female

Height : 5’

Weight : 52 kilos

Religion : Roman Catholic

**Educational Background and Affiliations:**

**College :** Bachelor of Science in Office Administration 2008

Major in Office Management

Central Mindanao University

 Musuan, Maramag, Bukidnon, Phil.

**Secondary :** Good Council High School 2004

 Mailag, Valencia City, Phil.

**Elementary :** Mailag Elementary School 2000

 Mailag, Valencia City**,** Phil.

**Language/Dialects Spoken : Tagalog, Cebuano and English.**

**Professional Experience :**

**BEACH ROTANA HOTEL – TOURIST CLUB AREA, ABU DHABI**

(January 4, 2016 up to present)

* **FINANCE OUTLET CASHIER**

• Greet guest as they enter in establishment
• Ask guest if they would like to be assisted
• Take payment in exchange of products
• Process checks and credit card payments
• Balance cash registers at the end of each shift
• Count and sort coins and wrap currency appropriately
• Manage product returns and exchanges
• Check daily cash accounts
• Prepare accounting reports and perform other light bookkeeping activities
• Report and sort irregular transactions
• Listen to guest grievances and offer to resolve their problems
• Assist in demonstrating products when necessary
• Manage receipts and coupons
• Generate cash and transaction reports

* **ASSISTING FINANCE SECRETARY**
	+ answering calls, taking messages and handling correspondence
	+ maintaining diaries and arranging appointments
	+ typing, preparing and collating reports
	+ filing
	+ organising and servicing meetings (producing agendas and taking minutes)
	+ managing databases
	+ prioritising workloads
	+ Implementing new procedures and administrative systems
	+ liaising with relevant organisations and clients
	+ coordinating mail-shots and similar publicity tasks
	+ logging or processing bills or expenses
	+ managing reception and meeting and greeting clients
	+ if more senior, recruiting, training and supervising junior staff
* **ASSISTING ACCOUNTS PAYABLE**
	+ review and verify invoices and check requests
	+ sort, code and match invoices
	+ set invoices up for payment
	+ enter and upload invoices into system
	+ reconcile accounts payable transactions
	+ research and resolve invoice discrepancies and issues
	+ maintain vendor files
	+ correspond with vendors and respond to inquiries
	+ produce monthly reports
	+ assist with month end closing
	+ provide supporting documentation for audits

**OLAYAN GROUP OF COMPANIES – YASS MALL- ABU DHABI**

(November 3, 2014 TO NOVEMBER 3, 2016)

* **CUSTOMER SERVICE CASHIER**
	+ Greet customers as they enter in establishment
	+ Ask customers if they would like to be assisted
	+ Established or identified price of goods using electronic or other cash register
	+ Received and processed payments by cash, check, credit card and automatic debit
	+ Wrapped and placed purchased goods in bags
	+ Provided information to customers and guest
	+ Calculated foreign currency exchange
	+ Offer customers with carryout services
	+ Check daily cash account
	+ Prepare accounting reports and perform other light bookkeeping activities
	+ Report and sort irregular transactions
	+ Manage suggestive selling activities
	+ Listen to customers’ grievances and offer to resolve their problems
	+ Assist in demonstrating products when necessary
	+ Manage receipts and coupons
	+ Generate cash and transaction reports

**FIRST COMMUNITY COOPERATIVE – VALENCIA CITY BUKIDNON PHIL.**

(SEPTEMBER 2010 TO NOVEMBER 2014)

* **NEW ACCOUNTS CONSULTANT**
	+ In-charge in opening and closing savings, checking, time deposit and other Investment accounts.
	+ -Monitors dormant accounts
	+ -In charge of SDB monitoring as to occupancy or vacancy as well as collection of proper annual payments.
	+ In charge of safekeeping of accountable forms like signature cards and Customer Account Records
	+ Prepares thank you letter, dormant account letter, bank certification and bank statement.
	+ Makes weekly and monthly new accounts report
	+ In charge of monitoring Credit Card applications (submitted by our branch) as well as approvals.
	+ In charge of Time Deposit Accounts, Monitoring of maturities and proper dispositions
	+ Cross-sells other Bank Products and Services
	+ Endorses Credit Card Applications and Loan Applications.
	+ In Charge of Safekeeping and Monitoring of Unclaimed Rewards Card
	+ In charge of preparation of my Co- staffs’ Monthly Performance Appraisal Report.
	+ In charge of Safekeeping Clients’ ATM, proper monitoring of log and releases
	+ Well able to assist clients in their selection of various accounts and financial services.
	+ and negotiated large financial transactions
	+ In charge of booking and monitoring investment account maturities
* **ACCOUNTING ASSISTANT**
	+ In charge of check local and regional outward clearing items
	+ Balances check on hand versus deposit slips, reviews and vouches documents as to accuracy of posting
	+ and validation.
	+ In charge of daily reports on Bank’s financial Position, Cash Beginning versus Cash, Ending.
	 Reconciles Manager’s Check issued versus paid as compared to total outstanding Daily MC’s.
	+ Prepares Daily FX Annex Report.
	+ In charge of dollar checks clearing.
	+ In charge of end of day Report on cash balancing.
	+ Prepares bills and reconciles expenses.
* **CASH TELLER**
	+ Accepts cash and check deposits
	+ Releases cash on withdrawals and encashment
	+ Balances transactions against cash count report

**BUKIDNON COOPERATIVE BANK – VALENCIA CITY BUK. PHIL**

(APRIL 2008 TO JUNE 2010)

* **COMPANY SECRETARY**
	+ ganising and preparing agendas and papers for board meetings, committees and annual general meetings (AGMs);
	+ taking minutes, drafting resolutions, lodging required forms and annual returns with Companies House;
	+ following up on actions from meetings;
	+ overseeing policies, making sure they are kept up to date and referred to the appropriate committee for approval;
	+ maintaining statutory books, including registers of members, directors and secretaries;
	+ dealing with correspondence, collating information and writing reports, ensuring decisions made are communicated to the relevant company stakeholders;
	+ contributing to meeting discussions as and when required, and advising members of the legal, governance, accounting and tax implications of proposed policies;
	+ monitoring changes in relevant legislation and the regulatory environment and taking appropriate action;
	+ liaising with external regulators and advisers, such as lawyers and auditors;
	+ taking responsibility for the health and safety of employees and managing matters related to insurance and property;
	+ developing and overseeing the systems that ensure the company complies with all applicable codes, in addition to its legal and statutory requirements.

**Seminar and Trainings :**

* Basic Cash Handling
* Basic Fraud and Id Detection
* Counterfeit seminar
* Anti Money Laundering Seminar
* Basic Entrepreneurship
* Service Excellence Seminar
* Basic Food Hygiene
* Fire and Safety Seminar

**EDUCATIONAL QUALIFICATION:**

* Degree Holder with 4 year course
* With Certification and Diplomas