**KATHERINE**

****[**KATHERINE.363299@2freemail.com**](mailto: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