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# REMEROSE

# [REMEROSE.364114@2freemail.com](mailto:REMEROSE.364114@2freemail.com)

**Objective:**

A versatile, energetic, skilled and mature personality with very good hands on experience in the field of Receptionist, Operator, Admin and Secretarial Functions etc., Very methodical in maintaining accuracy of documents and reports and very efficient in meeting deadlines. Willing to work on the position of Receptionist / in a reputed organization where my skills and knowledge will be utilized to benefit the company.

**Work Experience:**

Company : **Northern Luzon Golden Rabbit realty & Development Corporation,**

Address **:** New York Heights Subdivision, National Highway Ramon, Isabela

Position **: Accounting Head**

Duration **:** 17 July 2014 – 14 March 2017

***Duties:***

* Assist clients and discuss the features, price and mode of payment for a certain unit / house model and discuss their statement of account.
* Secure all the contract needed for loan proceed thru Pag-ibig or Bank Financing, (e.g. Contract to Sell, Contract Agreement, Deed of Conditional & Absolute of Sale, Deed of Assignment and etc.), and some documents to be fill-out by the client, Secure all the document for bank accreditation;
* In charge for the Price Adjustment of each house models and all purchases of materials, wholesale / retail price of the materials: pass upon request for payment and all supporting documents thereof for approval of the Finance Manager for check issuance;
* Prepares Cash Disbursement Journal and Purchases Journal from source of documents;
* Monitors maturity of post-dated checks for deposit;
* Set a Random Audit to the Cashier; also served as Account Receivable ( A/R ) Custodians,
* Payroll officer and Bookkeeper at certain period of time who monitors and records credit sales, inventory of materials, and the succeeding transaction thereof (e.g. payment, returns, credit memos, purchases, collection);
* Submit daily, weekly and monthly A/R Reports.
* Reports directly to Finance Manager and President.

Company : **PAN PACIPIC HOTEL MANILA**

Address : Malvar St. Malate, Metro Manila, Philippines

Position : **Receptionist cum Operator**

Duration : Jan. 2013 to June 2014

***Duties and Responsibilities***

* To undertake front of house duties, including meeting, greeting and attending to the needs of guests, to ensure a superb customer service experience.
* To build a good rapport with all guests and resolve any complaints/issues quickly to maintain high quality customer service.
* To deal with guest requests to ensure a comfortable and pleasant stay.
* To be responsible for accurate and efficient accounts and guest billing processes.
* To assist in keeping the hotel reception area clean and tidy at all times.
* To undertake general office duties, including correspondence, emails, filing and switchboard, to ensure the smooth running of the reception area.
* To administer all routes of reservations to ensure that room bookings are made and recorded accurately.
* To ensure that all reservations and cancellations are processed efficiently.
* To keep up to date with room prices and special offers to provide accurate information to guests.
* To report any maintenance, breakage or cleanliness problems to the relevant manager.
* To administer the general petty cash system and float in an accurate manner.
* Answer the Guest telephoned as a first priority and department extensions as a second, except for the General Manager and the Resident Manager’s Offices.

Company : **GRUPO MARILEN INCORPORATION (GMI)**

Address : Santiago City, Isabella

Position : **Cashier**

Duration : September 2009 to November 2012

***Duties:***

* Receives collection from the salesman of Six (6) Departments (e.g. Monde Nissin, Nutri-Asia, Delmonte, Multi-line, ACS and Smart.) in the form of remittances;
* Ensures that the bills and coins, and dated checks are deposited during the day; Monitors maturity of post-dated checks for deposit, Main Office and All Branches;
* Custodian of Petty Cash Fund; Prepares daily, weekly and monthly reports, Reports directly to Accounting & Finance Manager.

**Skills:**

* Excellent eye for detail and computational accuracy
* Excellent computer, Word, Excel, Outlook and PowerPoint.   
  Excellent people management, verbal and written communication skills.
* Excellent negotiation and diplomatic skills.
* Good Numerical and Statistical Skills
* Excellent Presentation and Organization Skills
* Knowledge of Office Administration
* Have excellent customer service skills.
* A strong team player.
* Flexibility, adaptability and the willingness to learn new skills.

**Educational & Credentials**

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| --- | --- | --- |
| **English Computerized Learning Program Course** | **TESDA** | **2009** |
| **BS in Business Administration in** **Financial Management** | University of La Salette (ULS) | **2009** |
| **Secondary Education** | Raniag National High School | **2005** |
| **Primary & Intermediate education** | Ramon Central School | 2001 |

**Personal Information:**

Date of Birth : 03rd October 1989

Age : 27

Religion : Roman Catholic

Gender : Female

Civil Status : Single

Height : 5’3”

**Declaration:**

I hereby certify that the above-cited information is true and correct to the best of my knowledge.