**Julie**



**Julie.364778@2freemail.com**

**Personal Information:**

**Gender:** Female

**Age:** 30

**Citizenship:** Filipino

**Date of Birth:** September 04,1986

**Work Experience:**

**Admin Staff / Management Information System**

August 27, 2012 – March 31,2017

John Kriska Distribution Center

City of San Fernando, Philippines

* Receive and check accounts receivables.
* Post customer payments by recording cash or check transactions.
* Follow up on, collect and allocate payments
* Review AR aging to ensure compliance.
* Encoding purchase orders from accounts.
* Preparing daily and monthly sales report.
* System maintenance.
* Assist sales team concerns.
* Purchasing orders for stocks.
* Encode and file monthly inventory.

**Cashier**

October 19,2008 - March 18, 2009

Watsons Pharmacy

SM Supermalls, Pampanga, Philippines

* Handle cash transactions with customers
* Scan goods and collect payments
* Issue receipts, refunds, change or tickets
* Redeem stamps and coupons
* Make sales referrals, cross-sell products and introduce new ones
* Resolve customer complaints, guide them and provide relevant information

On The Job Training – Bank of Florida/House of David Group

December 27, 2006 – April 4,2007

City of San Fernando,Pampanga Philippines

**Objective:**

To be able to take part in a respectable company, providing my innate capabilities for the growth of the company and to be an efficient, productive and effective

**Professional Summary**

Dedicated and focused who excels at prioritising, completing multiple tasks simultaneously. Specialise in administrative support. Committed to delivering high quality results with little supervision.Energetic,organised, and professional.

**Areas of Expertise**

Microsoft Office proficiency
Knowledge on Point of Sales

Ebiz system

Computer/Internet Savvy

**Award:**

Employee of the Year 2011

John Kriska Distribution Center

**Education**

AMA Computer Learning Center

City of San Fernando Pampanga

Business Information Management

(2007 Graduate)

San Isidro High School

Bacolor Pampanga

1999-2003

San Isidro Elementary School

Bacolor,Pampanga

1994-1999