**Mark**

**Mark.368010@2freemail.com**

**Summary**

Organized and dependable who excels at processing high volumes of error-free transactions and meeting goals. Detail-oriented with 2 years of work experience. Focused on maintaining high levels of accuracy and efficiency, as well as achieving company goals and objectives.

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|  |  | **Highlights** |  |
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|  Keen eye for detail |  | Highly motivated |
|  | Dedicated team player |  | Adaptable |
|  | Goal oriented |  | Time oriented |
|  | Excellent work ethic |  | Fast learner |

* MS Office proficient

**Experience**

**Treasury Assistant – March 2016 to April 2017**

**Meridien Business Leader, Inc. (The SM Store) – Olongapo City, Philippines**

* Day to day Audit of Coins.
* Receives money from Cashier’s final turnover.
* Receives money pick-up from Cashier’s counter and Bills Payment counter.
* Ensures that Bills Payment’s actual turnovers are balance versus their final turnover report.
* Day to day banking transaction
* Currency Exchange.
* Processing remittance international and local.

**Sales Executive – August 2014 to February 2015**

**Subic Bay Yacht Club, Inc. – Subic Bay Freeport Zone, Philippines**

* Handling corporate and social events.
* Conducting sales call.
* Making revenue and expense report of every event.
* Updating Data Base.
* Email and Text Blasting.

**Membership Assistant – June 2014 to July 2014**

**Subic Bay Yacht Club, Inc. – Subic Bay Freeport Zone, Philippines**

* Assists in updating membership database.
* Assists members with their needs during their visit to the club and man the membership desk whenever needed.
* Deals with member complaints / requests who visited the club.
* Answer phone calls inquiries of members.
* Coordinate with other departments to verify member complaints regarding their charges.

**Treasury Assistant – January 2014 to June 2014**

**Subic Bay Yacht Club, Inc. – Subic Bay Freeport Zone, Philippines**

* Preparation of the weekly budget.
* Preparation of Check Disbursement Report.
* Preparation of checks, routing for signatures, and providing summaries and duplicate copy of all prepared checks.
* Preparation of checks for the salary of contractual and casual employees.
* Preparation of checks and necessary forms for employee related payments such as withholding tax, PAG-IBIG and Phil Health payments and payment remittances to affiliated banks.
* Daily checking of Cash Collection and Cash Disbursement Report.

**Education**

* BSBA – Major in Human Resource Development Management, Graduated – March 2014

Columban College, Inc. – OLONGAPO CITY

***I declare under the penalties of perjury that this resume has been accomplished in good faith, verified by me and to the best of my knowledge and beliefs a true, correct and complete statement.***