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| **Cristie** **E-mail:** cristie.371751@2freemail.com  |  |

**Profile Synopsis **

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Demonstrated robust competency in wide range of duties in domains of Financial and Accounting management, Procurement Management, People Management, Storekeeping, Inventory Control, Vendor-client relations & Customer Service. Manifest skills in performing well under pressure, meeting organizational objectives and dealing with challenging opportunities; seize high level analytical aptitude, problem solving, capabilities and zest in shaping challenges into concrete achievements. Strategic and fast-track achiever with a capacity to lead, train, mentor and guide junior professionals in order to achieve assigned targets independently towards achieving cumulative results. Desirous for continuous learning with good analytical, problem solving, decision making, organization, coordination, supervision, time management, communication and interpersonal skills; Seeks a challenging work profile where gained skills, experience and industry knowledge will have a valuable impact.

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| **Strengths*** Proven capability in managing and delegating various duties effectively, remarkable skill in working under pressure and drive in attaining desirable objectives set by management.
* Admired and valued for the ability of developing leverage relationship at all levels within and outside organization along with successful record of team collaboration and professionalism.
* Knowledgeable in Inventory control
* Team Management & Supervision Abilities
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| **Educational Qualification** |

**College Bachelor of Science in Hotel and Restaurant Management**

**SY 2011- 2015**

**Western Mindanao State University**

**Philippines**

**Secondary Education Second honorable mention**

**SY 2007-2010**

**Ferndale International School**

**Philippines**

**Primary Education Salutatorian**

**SY 2001-2007**

**Pioneer Modern School**

**Sharjah, United Arab Emirates**

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| **Career Progression**  |

**Shift Manager – Shakey’s Philippines October 2015 – May 2016**

*Shakey’s is one of the leading operators of Fast Casual Restaurants in the Philippines, focused on family casual dining. and the market leader in both chained pizza full-service restaurant and chained full-service restaurant.*

**Purchaser/Accounts payable officer/Payroll officer – Myrna’s Bakehouse Philippines Jan 25 2017 – June 24 2017**

*Myrna’s Bake House is a well-established bakeshop in Zamboanga City and all over Region IX in the Philippines known for its innovative and best tasting products that continue to delight its customers.*

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| **Areas of Expertise**  |

**Procurement Management**

* Manage all purchasing activities and supervise the purchase of goods/services for the division, coordinating & directing the works of buyers, expeditors & take charge of cost control for purchased parts & maintains the cost within budget.
* Carry out administrative duties efficiently including correspondence, logistics coordination, bookkeeping, customer relations, supplier dealings as well as IT support.
* Supervise such management planning activities as job analysis, organization studies, workflow, and simplification of systems and procedures for food service, warehouse, accounting and finance.
* Prepare relevant documents such as business correspondence, memorandum, appointments or termination documents. Maintain confidentiality in all official company correspondence, quotations, inquiries, contracts, and legal documents.

**Financial and Accounting Management**

* Maintains great relationships with vendors and making sure that everyone gets paid on time.
* Manage to keep an eye on opportunities to save money by determining if there are discounts or incentives available for paying certain vendors more quickly.
* Accountable for tracking receivables, including outstanding invoices and any required collection actions.
* Responsible for creating and tracking invoices and that customer pay those invoices on time.
* Making sure all employees are paid accurately and timely
* Collects data properly in accounting software and prepare financial reports that can be used for budgeting, forecasting and other decision making processes.

**People Management**

* Responsible for developing ways to meet objectives set by the management and understand what resources are available, develop time tables and budgets, and assign tasks and areas of responsibility.
* **C**reating structures to support and accomplish a plan with an ability to comprehend the big picture.
* **Responsible with** keeping track of what’s going on and setting right anything that gets out of place.

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| **Proven Job Role**  |

**Purchaser – Myrna’s Bakehouse, Philippines**

* Responsible for preparing the purchase orders, receiving, and storing
* Accountable for checking the invoices with the purchase orders
* Outsourcing of supplies and obtaining price quotations
* Ensure that the merchandises received are in accordance with purchase order specifications
* Oversee the scheduling of the delivery and pick up of the supplies
* Ensure that all the products are available and ready in a timely manner
* Responsible for preparing the list of supplies and coordinate with the suppliers for consistent flow of supply
* Allocate space for incoming supplies

**Accounts Payable Officer – Myrna’s Bakehouse, Philippine**

* Responsible for processing of invoices and issuing payments
* Monitor accounts to ensure payments are up to date
* Resolve invoice discrepancies and billing issues
* Provide supporting documentation for audits
* Review all invoices for voucher preparation and approval prior to cheque issuance
* Perform accounting and clerical tasks for the maintenance and processing of accounts payable transactions.

**Payroll Officer – Myrna’s Bakehouse, Philippines**

* Calculates and distributes payroll to employees
* Updating and maintaining payroll records
* Collect employee information and timesheets
* Records employee work hours and hourly wage level
* Responsible for keeping track of vacation leave for each employee
* Communicate in person to verify attendance, hours worked, pay raises, payroll discrepancies and benefit plans
* Maintains employee confidence and protects payroll operations by keeping information confidential

**Shift Manager – Shakey’s, Philippines**

* Process the timesheets of staff
* Process petty cash funds expenses for replenishment
* Service and Hospitality In- Charge
* Training and orientation for new employees in-charge
* Proper Handling and Receiving stocks
* Proper cash control and cash handling
* Proper Handling and Receiving stocks

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| **I.T Proficiency**  |

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* Proficient in MS Office application (Word, Excel, PowerPoint), E-mail & Internet Applications).
* Well-versed with Photoshop CS3

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| **Personal Details**  |

Nationality : Filipino

Marital Status : Single

Visa Status : Visit Visa

Languages : English and Tagalog