**KRISTAL**

E-Mailadd: kristal.381201@2freemail.com

**Objective:**

Pursuing opportunity which will allow me to grow professionally, while effectively utilizing my versatile skill set to help promote your corporation mission and vision.

**Academic Background:**

*Tertiary:* **Bachelor of Science Business Administration major in Management**

 EulogioAmang Rodriguez Institute of Science and Technology

Sampaloc, Manila Philippines

 (S.Y. 2011 to 2015)

*Secondary:* **TimoteoPaez Integrated School**

 BalutTondo Manila, Philippines

 (S.Y. 2007 to 2011)

*Primary:* **Arsenio H. Lacson Elementary School**

 BalutTondo Manila, Philippines

 (S.Y. 2001 to 2007)

**Professional Experience:**

*Company name:*  **Yakult Philippine Incorporation**

Agoncillo Street, Ermita Manila, Metro Manila Philippines

*Department*: Yakult Marketing Corporation

 **Office Secretary**

 January 2016 to May 2018

* Receiving, filing and sorting daily reports
* In-charge for receiving and releasing of petty cash
* Preparing the bills to be send in accounting department
* The one to update the passbook and remit to the bank
* Answering customer’s inquiries thru telephone
* Invoicingand doing the receipt for the customers
* Preparing the daily inventory of stocks and monitoring the inventory of stocks using NAV system
* And also in-charge for the computation of the monthly commission of the staff.

*Company name:*  **St. Clare’s Medical Center**

 Dian, Street, Makati, Metro Manila Philippines

*Department*: Administrative Department

 **Administrative Staff**

June 2015 to December 2015

* Process the admission of the patient
* Filing the documents of the patient
* Informing and explaining the patient about their bills in the hospital
* Process the certificates of the patient

*Company name:*  **National Bureau of Investigation**

Taft Avenue, Ermita Manila, Metro Manila Philippines

*Department*: Office of the Assistant Director

 **On the job training/Volunteer**

 October 2014 to May 2015

* Filing and sorting the files
* Receiving the incoming and outgoing files
* Typing memorandum and closing reports

**Highlights:**

* Computer Literate MS Word, MS Excel, MS PowerPoint
* Friendly and I have positive attitude
* Responsible and reliable

**Additional Information**

Was born on March 28, 1995

Can speak Tagalog and English

Always willing to learn new things