**RONA**

Rona.381401@2freemail.com

**Career Objective:**

To be part of a prestigious organization that will encourage my growth and expertise/experience.

**Work Experience**

**Go Colors Garments**

Fujairah City Center\ Deira City Center

 **Sales Staff**

November 2017- April 2018

* Welcome and greet customers
* Assist customers and offer the latest promotion
* Stock merchandising and stock requisition
* Prepare daily sales report, stock inventory and cash on hand
* Monitoring stock availability
* Cleaning and Ensuring that the shop is presentable

**Sigurd Microelectronics**

Hokou, Hsinchu , Taiwan, R.O.C

 **Production Operator /Team Leader**

 July 2014-July 2017

* Operate Testing machines for Wafers (capacitors)
* Train new operators how to handle testing machines

**Loc-Seal Industrial Corporation**

Magsaysay Avenue, Davao City, Philippines

 **Accounting Clerk**

 June 2011-April 2014

* Prepare payroll
* Prepare cheques for payables and cash disbursement
* Management of petty cash transaction
* Monitoring and controlling account payables and ensuring debt pay on time
* Maintain up to date billing system
* Maintain accounts receivable customer file and records
* Monitor customers account details for non-payments, delayed payments and other irregularities.
* Research and resolve payment discrepancies
* Prepare bank deposits
* Prepare bank reconciliation
* Filling Documents

**Regency Inn**

Villa Abrille, Davao City, Philippines

 **Admin Assistant**

May 2009-January 2011

* Assist in general administration office
* Receive and answer emails and correspondents
* Assist in preparing documents for a meeting/conference
* Perform encoding works and photo-copying

**Gaisano Mall of Davao**

Bajada Avenue, Davao City, Philippines

 **Cashier/Checker**

April 2005-April 2009

* Received payment by cash, checks, credit cards, vouchers or automatic debits
* Issue receipts, refunds, credits, or changes due to customers
* Count money in cash drawers at the beginning of the shifts to ensure are correct and that there is adequate change
* Greet customers entering the establishments
* Maintain orderly and clean checkout areas

**Jollibee/Freemont Foods Corporation**

SM Ecoland Davao City

 **Counter Crew**

June 2001-December 2001

* Take customer order and payments
* Prepare customer order
* Clean counter and prepare condiments (spoon ,fork, tissue)
* Attend customer inquiry and questions

**EDUCATIONAL BACKGROUND**

**TERTIARY**

 **University of Mindanao**

 Davao City, Philippines

 **Bachelor of Science in Accountancy**

**SECONDARY**

 **San Emmanuel National High School**

 Tacurong City, Sultan Kudarat, Philippines

**PRIMARY**

 **San Pablo Elementary School**

 Tacurong City, Sultan Kudarat, Philippines

**Personal Details**

Date of Birth: July 29, 1981

 Nationality: Filipino

 Sex: Female

 Height: 5’3

 Weight: 52kgs

 Civil Status: Single

**Reference is available upon request**