**LOVELY**

Lovely-392903@2freemail.com

**WORK EXPERIENCES**

**Cashier/Secretary**

***|DECEMBER 2016 – 10th March 2019***

Responsible for cashiering duties and the selling area.

Provide administrative assistance (preparing monthly report of Sales, Expenses, owners’ withdrawal from sales)

Provide assistance of jobs related to Human Resource.

Ensure transparency of sales and expenses.

Perform daily reconciliation, ensure that everything tallied as per report against receipts.

Sending report of the sales and expenses.

Safe-keeping receipts and other records of shop transactions.

Filing documents.

Provide customer service and ensure customer satisfaction – calls or walk-in customers.

Joined as kitchen staff to familiarize the flow of production; to be able to respond properly to customers’ inquiries and other concerns.

**ACCOUNTING CLERK/AUDIT STAFF**

***PHILIPPINES|DECEMBER 2014-APRIL 2016***

Acts also as the Quality Assurance Officer, Sales Coordinator and Payroll Assistant.

Safe-keeping and recording receipts in preparation for compliance of BIR requirements;

Responsible for Bank Transactions such as Updating Bankbooks, Transferring of Funds, Encashment and Cash/Check Deposits

Preparing Quotations for the clients’ orders;

Prepare daily updated report for every client status.

Responsible for monitoring and keeping records of collections.

Provide customer service through accepting client’s orders and concerns via phone call and/or for walk-in clients.

Monitoring of stocks and assets in all departments through monthly inventory and surprise checking as the need arises;

Checking stock and asset discrepancies; Making reports for unusual behavioral performances and incorrect monitoring reports among inventory clerks.

**ON-THE-JOB TRAINEE|Maghamil Accounting Firm, Phillippines**

**October 2014-December 2014**

Receipt Sorting;

Recording/Preparing Manual Journal Entries;

Sales, Collection and Expenses Monitoring;

Conducting Stock & Asset Inventory;

Preparing clients’ bills.

**SEMINARS ATTENDED**

**BUSINESS ORIENTATION|**STARGATE DREAMHOUSE VACATIONRESORT September 2013

**SEMINAR WORKSHOP|**BANGKO SENTRAL NG PILIPINAS (CENTRAL BANK

OF THE PHILIPPINES |METROPOLITAN

BANK, PHILIPPINES|March 2014

**CERTIFICATES RECEIVED**

**Quickbook Payroll Seminar**|St. Rita’sCollege of Balingasag Misamis Oriental,

Philippines|August 23, 2014

**Tax Planning and Compliance to BIR Requirements and other**

**Government Agencies|**Cagayan de Oro City, Philippines| January 18, 2015

**On-the-Job-Training**|Certificate of Completion|MaghamilAccounting Firm|Cagayan de Oro, Philippines| January 4, 2015

**Peachtree Accounting Software|** Certificate of Completion|FilipinoInstitute Burjuman Campus, Dubai UAE|August 2016

**EDUCATION**

**Bachelor’s Degree|Bachelor of Science in Business Administration** major in

**Financial Management**

St. Rita’s College of Balingasag**,** Misamis Oriental Philippines

Graduated March 2015

|  |  |  |  |
| --- | --- | --- | --- |
| **SKILLS** |  |  |  |
|  | MS Office literacy |  | Basic MS Excel formula |
|  | Sending/Receiving E-mails |  | Language Spoken: Tagalog, |
|  | Basic POS functions |  | English |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal DETAILS** |  |  |  |
| Cagayan de Oro City | Single |
| Misamis Oriental, Philippines |  |
|  |  |  |  |
| 21 February 1995 |  |
|  |  |  |
| Filipino | ***Visa Status:*** Visit Visa |
|  |  |  |  |

**I HEREBY ATTEST THAT THE INFORMATIONS HEREIN ARE ALL TRUE AND CORRECT.**

**LOVELY**