**RACHELLE**

**Email:** **rachelle.388100@2freemail.com**



**Objectives:** To obtain employment with a company that offers apositive atmosphere to learn and implement new skills and technologies for the betterment of the organization.



**SKILLS AND ABILITIES:**

* Operating MS office tools. (Microsoft Word, Microsoft Excel, Microsoft PowerPoint)
* Knowledgeable in Adobe Photoshop
* Can do Multitasking
* Ability to finish reports ahead of time.

**WORK EXPERIENCE:**

**DOCUMENT CONTROLLER/ACCOUNTS CONTROLLER** **May 31, 2011 – Dec 04, 2018**

**Honda Motor Sports Inc./Superbikes Center**

**Nalsian, Calasiao, Pangasinan**

**From Cashier to Data Controller (Promoted)**

**Duties and Responsibilities**

* Encode Daily Transactions in store system
* Responsible for office files
* Invoicing of Motorcycle releases
* Creating Purchase Order for Motorcycle and Accessories/Follow up Purchase order
* Checking and Receiving of Motorcycle Deliveries from Cargo and Encode it in the system
* Monitoring of Motorcycle Sales & Inventories.
* Preparing of Daily, Weekly and Monthly Reports and submit to Head Office
* Monitoring of Store Inventory(Motorcycle and Accessories)
* Weekly Auditing of Petty Cash Fund
* Entertain Client’s Concern and giving them a good service
* Monitoring of Accountable Receipts
* Preparing Daily and Weekly Store Daily time Record and submit to Head Office(HR)
* Accepting calls from clients and from Head Office
* Updating/Recording of Customer Ledgers
* Performing the task of Store Manager, Cashier and receptionist.
* Preparing Cash & Check vouchers
* Liquidating of Cash Advance Fund (PCF, Marketing Budget, etc.)
* Selling Motorcycle units
* Daily Updating of Book Of Sales
* Creating of Ledgers for new Accounts
* Monitoring and Recording of Account’s monthly payment
* Responsible for Incoming, Outgoing Calls and also Emails.

**BRANCH CASHIER/COORDINATOR** **Dec 01, 2010 – May 15, 2011**

**Exponent Motor Corporation**

**271 Cacamilingan Sur, Camiling Tarlac**

**Duties and Responsibilities**

* Collect and Encode Daily Transactions to system
* Issue Receipts, Sales Invoice and etc.
* Checking and Receiving of MC Deliveries
* Monitoring of Inventory
* Montoring of Petty Cash Fund
* Daily Updating of Book of Sales
* Monitoring of Accountable receipts
* Entertain Customer’s concern and give a good service

**CUSTOMER CARE STAFF January 2010 – May 2010 V-Tech Barcode Systems Philippines Inc.**

**Unit 205 The Tower at Emerald Square Bldg., Quezon City Duties and Responsibilities**

* Assisting Customer’s concern
* Printing of Barcode and checking the error (Quality Control)
* Answer Phone Calls and divert to designated department
* Act as receptionist

**PERSONAL INFORMATION:**

**Age:** 30 years old

**Date of Birth:** April 21, 1988

**Place of Birth:** Pangasinan Provincial Hospital

**Gender:** Female

**Status:** Single

**Citizenship:** Filipino

**Religious Affiliation:** Roman Catholic

**Educational Attainment:** College Graduate

**Course: Bachelor of Science in Information Technology**



**EDUCATIONAL BACKGROUND:**

**TERTIARY:**

**SECONDARY:**

**ELEMENTARY:**

**Bachelor of Science in Information Technology**

University of Pangasinan

Arellano St., Dagupan City

2005-2009

**Bued National High School**

Bued, Calasiao, Pangasinan

2001-2005

**Quesban, Elementary, School**

Quesban, Calasiao, Pangasinan

1995-2001

