

: Responsible in Price monitoring from supplier.
: Responsible in Monitoring product expiration.
: Responsible in Receiving and dispatching stock.
: Responsible in Account receivable and account Payable monitoring.
: Responsible in Monitoring check release.
: Responsible in Account Subsidiary.

Position : **Accounting Staff /Encoder/Filling Clerk**
Company : EAST PHARMA MEDICA
Address : Antipolo City
Length of stay : June 16, 2013 – May 14, 2015
Job Description: Responsible in doing invoice encoding sales per month.
: Responsible in Auditing stock in New Era General Hospital where the company is supplying medical stock.
: Responsible in Auditing daily remittance.
: Responsible in BIR posting.
: Responsible in Price monitoring from supplier.
: Responsible in Monitoring product and there expired date.
: Responsible in Receiving and dispatching stock.
: Responsible in Account receivable and account Payable.
: Responsible in Monitoring check release.
: Responsible in Account Subsidiary.
: Responsible in Monthly sales report.

Position : **WAREHOUSE PERSONNEL/DATA ENCODER/FILE CLERK/ WAREHOUSE B.O. CLERK/ VAN SALES AGENT**
Company : Best Concepts Inc. (Distributor of URC)
Address : Dow Jones Bldg Warehouse 4, West Services road
Sucat, Parañaque
Contact No. : 776-3107 / 823-6958
Length of stay : September 5, 2007 – October 30, 2009
September 1, 2005 – September 1, 2006
Job Description: Responsible in doing invoice extruck sales per day using QuickBooks and encore.
: Responsible in doing invoice extruck sales per day using QuickBooks and encore.
: Responsible in updating daily shortage of extruck.
: Responsible in the Monthly Sales Report of extruck
: Responsible in the Monthly Deduction of extruck.
: Responsible in Main warehouse bad stock.
: Responsible in encoding of bad stock returned
: Responsible in the inventory of warehouse
: Responsible in finding the missing stocks
: Responsible in filing documents
: Responsible in encoding SSS R3 system & Philhealth Form for all employee.
: Leasing officer of all employee's SSS, BIR and PHILHEALTH.
: Responsible in selling URC products thru stores, markets and groceries

Position : **VAN SALES AGENT**
Company : *One to One (Distributor of Alaska products)*
Address : *Among E. Rodriguez street, Pasig City*
Contact No. : *645-8931*
Length of stay : *October 05, 2004 - August 25, 2005*
Job Description: *Responsible in selling Alaska products thru store, Market and Groceries*

Position : **DATA ENCODER**
Company : *Play and Display*
Address : *Pasay, Manila*
Job Description: *Responsible in releasing of invoice for delivery*
: *Responsible in inventory of warehouse*

Position : **MARKETING EXECUTIVE**
Company : *Phil-Pure Tech*
Address : *Congressional avenue, Proj.8 Quezon City*
Job Description: *Responsible in coordinating mall department store like SM Mall, Robinson's Galleria, Ever Commonwealth, Rustan Cubao and Festival Mall.*
: *Responsible for Ingress and Egress*
: *Responsible for approval of prospective*
: *Handling Sales Report of each counter*

Position : **TELEMARKER**
Company : *Wheeler's Club Int'l*
Address : *Quezon avenue, Quezon City*
Job Description: *Invite car owner's to be member of the towing services*
: *Follow-up Renewal for the old member*

Position : **VAN SALES AGENT**
(Distributor of Nestle products)
Company : *SN ORIENTAL INC*
Address : *Baguio City*
Job Description: *Responsible in selling Nestle product thru Store, market and groceries*

SPECIAL SKILLS : *Account Payable, Account Recievable, External Audit, Warehouse Staff & Stock Monitoring.*

PERSONAL DATA

Nickname	: <i>Fhey/Cookie/Mei-ling</i>	Citizenship	: <i>Filipino</i>
Date of Birth	: <i>Feb.21, 1976</i>	Height	: <i>5'1</i>
Place of Birth:	<i>Cebu City</i>	Weight	: <i>100 lbs</i>
Age	: <i>45</i>	Gender	: <i>Female</i>
Religion	: <i>Iglesia ni Cristo</i>	Status	: <i>Single</i>

EDUCATIONAL BACKGROUND

Tertiary : *Central Colleges of the Philippines*
Course : *BS. Computer Science*
1994 (3rd year College)
Address : *Aurora blvd, Quezon City*

Secondary : *New Era High School*
Address : *Tandang Sora, Quezon City*
1990-1994

Primary : *Philippine Chua School*
Address : *Reposa st. Sta.Mesa*

CHARACTER REFERENCES

Myla Santos
Operation Manager
ICE Culinary
0915-2153858

Vanny Toralba
Accounting Staff
ICE Culinary
0956-1432244

Maricel Enriquez
Booking Agent
Vita Herbal Coffee
0932-5614495

John Ray Alcaida
Accounting Assistance
M.Catering
0907-9098076

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I hereby certify that the above information is true and correct to the best of my knowledge and belief.

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