

Rechell Gay A. Agraan

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#21B V Sotto St . Brgy Corazon de Jesus, San Juan City, Philippines

PROFESSIONAL SUMMARY

Dependable and friendly cashier with over 1 year of experience of handling customer transactions. Experienced in handling exchanges, refunds and resolving customer's problems in effective manner. Proven efficiency with an ability to quickly learn and navigate any computer software programs.

WORK EXPERIENCE

Admin Assistant

Jul 2016 - Present

Tigergraphics, Inc • San Juan, Philippines

- Executed record filing system to improve document organization and management.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Developed and updated spreadsheets and databases to track, analyze and report on performance and sales data.
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
- Restocked supplies and placed purchase orders to maintain adequate stock levels.
- Recorded expenses and maintained accounting records.
- Provide continued administrative support for the Sales executives, Operation Teams, and Accounting Team.
- Prepared invoices and delivery receipts.
- Prepared cash and cheques for bank deposit.

Cashier

Jul 2014 - Mar 2015

Splash Direct Selling • Nueva Vizcaya, Philippines

- Maintained secure cash drawers, promptly resolving discrepancies in daily totals.
- Prepared Delivery receipts and Sales invoices.
- Created sales report monthly to track performance of our distributors.
- Delivered exceptional customer service by greeting and serving customers in a timely, friendly manner.
- Managed products coming in and out of the warehouse.
- Checked actual store inventory against computerized records.

EDUCATION

Computer Programming and Trouble Shooting

May 2011 - Mar 2013

Zuraek Information Technology College • Nueva Vizcaya, Philippines

SKILLS

- Spreadsheet Management
- Computer Skills - Word, Excel, PowerPoint, Adobe Photoshop
- Administrative Support
- Records Management
- Filing and Data Archiving
- Time Management
- Strong-Organization Skills

SEMINARS AND TRAININGS

- **Records and Filing Management** - Business Coach, Inc - Unit 705-F Atlanta Centre, 31 Annapolis ST. Greenhills, San Juan City - July 5, 2018
- **Bookkeeping and Basic Accounting for Non-Accountants**- Philippine Institute of Certified Public Accountants - 700 Shaw Blvd. Mandaluyong, Metro Manila - May 25, 2019