

JAMIE CHRISTINE W. CHAN

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CAREER OBJECTIVE

- To join an organization wherein I can utilize and develop my skills and to contribute to employer objectives and success with a company offering potential for challenge and growth.

WORK EXPERIENCES

Branch Cashier (October 2018 – Present)

ADVANSTAR COMPANY INC. (Tanduay Distillers, Inc.)
Zebra Compound, Fairlane St. corner West Capitol Pasig City, Philippines

- Responsible for receiving, accurate accounting, recording, safekeeping and depositing in the bank of all cash sales of the branch.
- Ensure accuracy, timeliness and completeness in recording remittances including monitoring of cash and check collection. This includes daily preparation of cash and checks for transmittal to the bank.
- Prepare bank reconciliations including the early resolution of reconciling items. This includes preparation of related banking reports for submission to Treasury.
- Manage revolving funds, including disbursements of vendor payments, reimbursement of expenses and submission of branch expenses report to Account Payable.
- Manage and control the in/out cash flow of the Branch Petty Cash Funds.
- Perform other duties that may be assigned from time to time.

Finance Assistant / HR Assistant (June 2015 – September 2018)

ROYALTRADE GENERAL MERCHANDISING CORPORATION (Tanduay Distillers, Inc.)
Zebra Compound, Fairlane St. corner West Capitol Pasig City, Philippines

- Responsible for processing accounting transactions and preparation of accounting reports. This includes assisting Accounting Officer in the performance of function in relative to sales audit, voucher preparation and general accounting.
- Monitor and handle billing on all activities and daily transaction.
- Maintain a day to day control over treasury transactions.
- Track and reconcile bank statements, bank deposit and payments.
- Prepare balance sheets and process invoice.
- Keep accurate records for all daily transactions.
- Maintain and sort files of financial transaction.
- Support monthly payroll and keep organized records.
- Assist in the selection of prospective employees and gives a series of examinations to applicants.
- Organize company events from conceptualization, preparation, implementation. Spearheaded events like Christmas Party, Summer Outing, Team Building, and office get-together meals/snacks.
- Perform other duties that may be assigned from time to time.

Banquet Secretary / Sales Admin. Assistant (March 2010 – May 2015)

CENTURY PARK HOTEL (Banquet & Sales Department)

559 P. Ocampo St., Malate, Manila, Philippines

- Responsible in providing administrative assistance for the Events Sales Department, Food and Beverage Department and Sales and Marketing Department.
- Handle routinely clerical functions like:
 - Screen and attend clients and guests mails, messages and deliveries.
 - Prepare letters, reports, memorandum, invitations, buffet food labels, signage and any other banquet related admin works.
 - Monitor a par stock to supply updated brochures, flyers, office supplies and internal forms. Also, ensure that office supplies of the company are adequate and properly accounted for.
 - Photocopy documents, as requested. Transmits, receives and maintain files of facsimile messages.
- Update Banquet Event Organizer (BEO and change log and lay out daily).
- Attend to all walk-in guest inquiries and facilitate showroom to clients.
- Prepare proposals, contracts and conforme and maintain an organized filing system.
- Monitor socials and corporate event and ensure consistent compliance to standards and policies of the selling operations for customer satisfaction.
- Weekly and monthly submission of forecast to immediate superior.

Food and Beverage Attendant (March 2007 – March 2010)

CENTURY PARK HOTEL (Century Tsukiji Japanese Restaurant)

559 P. Ocampo St., Malate, Manila, Philippines

- Prepare the restaurant for operation, including setting up tables, stock service areas with supplies.
- Assist guests to a vacant table and ensure all tables are clean and completely set up.
- Give menus and inform guests of specials and menu changes, make recommendations and up-sell food and beverage items using suggestive selling techniques.
- Take food and beverage orders from guests, enter orders in the point-of-sale system which relays order to the kitchen and bar.
- Serve food and beverage orders to guests promptly.
- Respond to guest requests and inquiries in a timely and professional manner.
- Prepare final bill and present check to guest, accept payment and process bill settlement.
- Assist to upkeep the restaurant
- Perform other duties that may be assigned by immediate superior.

Butler (September 2006 – February 2007)

CENTURY PARK HOTEL (Executive Lounge)

559 P. Ocampo St., Malate, Manila, Philippines

- Manage day-to-day butler services operations, verifying that quality and standards exceed the expectations of executive guests on a daily basis.
- Prepare to dine set up for meetings, events or functions of Executives or as requested by the President.
- Maintain and ensure the cleanliness of the lounge.
- Monitor and ensure the adequate supplies of materials, condiments and other dining equipment.
- Attend and assist executive guest for the meeting and events.
- Coordinate and monitor the occupancy for the executive level daily.
- Perform Mis-en-place.
- Perform other duties that may be assigned from time to time.

Banquet Attendant (May 2006 – September 2006)
CENTURY PARK HOTEL (Banquet Service Department)
559 P. Ocampo St., Malate, Manila, Philippines

Cashier (May 2003 – October 2003)
CHOWKING RESTAURANT – FRESH AND FAMOUS FOODS INC.
Robinsons Place Malate, Manila

EDUCATIONAL ATTAINMENT

LYCEUM OF THE PHILIPPINES UNIVERSITY (2002 – 2006)
Murala St, Intramuros, Manila Philippines

- Bachelor of Science in Hotel and Restaurant Management

PHILIPPINE INSTITUTE OF QUEZON CITY (1998 – 2002)
Kitanlad, Quezon City, Philippines

ACHIEVEMENTS

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| • Commendation – Honesty | April 2015 |
| • Perfect Attendance Awardee | 2014 |
| • Smile Campaign Award | June 2013 |
| • Health Incentive Awardee | 2008, 2013 & 2014 |
| • Employee of the Month Award under Food & Beverage Category | October 2009 |

SKILLS

- Proficient in Window Base Application Software: PowerPoint, Microsoft Word and Microsoft Excel, Opera System and POS..
- Ability to work with minimal supervision and to remain calm in all situations.
- Have the passion and enthusiasm to pursue a career.
- Experience with managing confidential financial and personnel information.
- Flexibility to handle duties outside the scope of the job.
- Can speak Fookien, Mandarin and Cantonese.

PERSONAL BACKGROUND

Born on December 11, 1983 in Manila, 36 years old, single, 5'4ft. in height, 115 lbs. Competent, honest, loyal, hardworking, very responsible, flexible. Can work under pressure with minimal supervision and with passion to excel.

REFERENCE

Ms. Erlene B. Abaño
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Ms. Angeli S. Yatco.
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