Stephanie Shaine Santos

Treasury Associate

With three years of experience in cash collection/remittances management and reporting. Commended for being able to adapt to new environment and challenges quickly and for learning new things with ease.

stephanieshaine.santos@gmail.com

(+63) 9663289493

Montalban, Rizal

20 May, 1998

SKILLS

- Cashiering
- Reconciliation
- Cash Collection
- MS Office Applications
- Adaptability
- Reporting
- Customer Service

LANGUAGES

English
Full Professional Proficiency

Filipino
Native or Bilingual Proficiency

INTERESTS

- Youth Leadership
- Volleyball
- Reading
- Online Selling
- Travel
- K-Pop

WORK EXPERIENCE

Treasury Specialist
Growsari Enterprise Inc.

07/2020 - Present — *Novaliches, Quezon City*

Growsari Enterprise Inc. is a tech enabled B2B platform that help Philippine's over one million sari-sari stores transform using technology.

Resposibilities/Tasks

- Managed cash collections and remittances from delivery personnel.
- Prepared daily cash collection reports and sales and returns month end reports.
- Reconciled returns of SOA vs product leakages daily.
- Reported daily cash shortages and accountabilities.

Contact : Ms. Agnes Rivera - 09477403565

Treasury Assistant
Manila Southern Associates Inc.

12/2019 - 06/2020 — *SM San Mateo, Rizal*

Manila Southern Associates Inc is an outsourcing company based out of SM South Mall. It's line of business includes retail sale of apparels.

Responsibilities/Tasks

- Processed Forex exchange sales and remittance transactions.
- Received, counted, and consolidated sales cash and check collections.
- Acted as a custodian of Petty Cash Fund, OR, and AR.
- Prepared end of day reports, deposit slips, and supported back office administrative duties.

Contact : Ms. Lara Jane Arabaca - 09178121201

Accounting Associate/Teller
ICCT Colleges Cainta Inc.

09/2020 - 11/2020 — *Cainta, Rizal*

ICCT Colleges Inc. is a tertiary education provider with campuses located in provinces of Rizal.

Responsibilities/Tasks

- Received payments by cash, online, and checks.
- Handled student's concerns and requests.
- Issued and prepared invoices/receipts manually.
- Prepared student's documents and certificates.

EDUCATION

Bachelor of Science in Business Administration Major in Financial Management
Far Eastern University - Diliman

2016 - 2019 — *Mapayapa Village, Sampaguita Ave., Pasong Tamo, Quezon City*

Courses

- Bank Management
- Financial Management
- Monetary Policy and Central Banking