

MARYLYN QUILISADIO SILVA

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Blk.2 Lot 8 Purok 11 Doña Salud Subdivision Sasa, Davao City

PERSONAL INFORMATION

Born September 04, 1983

Married

PROFESSIONAL SUMMARY

Experience in cashiering monitoring deposits, recording, monitoring payments and statements of clients.

WORK EXPERIENCE

CASHIER

July 2012

Present

Doña Pilar Learning Center Foundation Inc.
Doña Pilar Village Sasa, Davao City

- Received payments from the clients
- Send statement to the clients
- Record and monitor payment received
- Deposits and report payment received on daily basis
- Update clients' accounts.
- Released maintenance payroll weekly employee
- Assist the Finance Team on financial reports

CASHIER / SECRETARY

BLNY Lending Corporation

April 2006 - October

2011

Veloso St. Obrero Davao City

- In charge in releasing money to the client in their loans
- Evaluate the payment and amount loans of the clients
- Monitor and record the client's payment and balances
- Follow up collectors of delinquent client's
- Issue demand letter to clients with bad debts.
- Bookkeeping for BIR report.

EDUCATION

BS in Computer Science

March 31,

2011

VOLUNTER WORKS

YWCA - Member

-Private Federation that aims to reach out to Filipino community that in need.



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