

JETRIZ B. PLACIDO

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OBJECTIVE

To work where I can share and contribute my knowledge and skills for the continuous improvement, to serve with honours and devotion to my work.

EDUCATIONAL BACKGROUND

TERTIARY LEVEL: **BULACAN STATE UNIVERSITY**
Poblacion, Bustos, Bulacan
Bachelor of Science in Information Technology
2010-2014

ON THE JOB TRAINING
Baliwag Transit Inc.
Maintenance Department
Sabang Baliuag, Bulacan
February 04, 2014- March 04, 2014

SUMMARY OF QUALIFICATION

- Show initiative, hardworking and trustworthy
- Computer literate (MS word, Excel and PowerPoint)
- Effective time management skills and able to prioritize task in order of importance
- Willingness to learn new things
- Willingness to share skills, knowledge and expertise
- Flexible in multi-tasking
- Has ability to build good relationship with people

WORK EXPERIENCE

LIGAS KOOPERATIBA NG BAYAN SA PAGPAPAU LAND (LKBP BALIUAG BRANCH)

Teller/ Bookkeeper

Tangos Baliuag, Bulacan

January 13, 2023 - Present

- ✓ Receive checks, money, debit and credit payments from clients.
- ✓ Solve any issues that pertain to the transactions.

- ✓ Answer all accounts- and cooperative-related inquiries.
- ✓ Follow company procedures to count and manage all the funds they receive from customers.
- ✓ Build and maintain customer relations by providing high-quality services.
- ✓ Use the provided electronics to document all transactions they conduct during their shift.
- ✓ Reconcile all transactions at the end of their shift.
- ✓ Record day to day financial transactions and complete the posting process
- ✓ Verify that transactions are recorded in the correct day book, suppliers ledger, customer ledger and general ledger
- ✓ Bring the books to the trial balance stage
- ✓ Perform partial checks of the posting process
- ✓ Complete tax forms
- ✓ Enter data, maintain records and create reports and financial statements
- ✓ Process accounts receivable/payable and handle payroll in a timely manner
- ✓ Weekly and Monthly reports sending to head office.

CALLIPER BUILDERS AND TRADING

Purchasing Officer/Accounting Staff

2nd floor Point A Bldg. DRT Highway Brgy. Sta. Barbara Baliuag, Bulacan

July 1, 2022 – Present

- ✓ Researching Suppliers
- ✓ Comparing and evaluating supplier offers
- ✓ Negotiating contract terms and pricing
- ✓ Tracking orders and ensure smooth delivery
- ✓ Record all purchase orders
- ✓ Monitoring stock levels
- ✓ Placing orders as needed
- ✓ Answer phone calls
- ✓ Relay Messages
- ✓ Keep forms and documents
- ✓ Order office supplies
- ✓ Office attendance and running payroll
- ✓ Accept and Check Counter Receipt from supplier
- ✓ Prepare for summary of bills from the supplier for check issuance
- ✓ Monitoring of truck gas and other expenses
- ✓ Conducting billing processes (ex. Summary expenses per project for billing)
- ✓ Recording payments from the client.

WILCON DEPOT INC

Sr. Cashier/ Trading Cashier

KM 48 Drt Highway Brgy, Tarcan Baliuag, Bulacan

May 11, 2017 – June 30, 2022

- ✓ Process and collect payment from customer purchase order
- ✓ Issue receipt for pick-up and delivery
- ✓ Accepting cash, cards, debit, credit return, gift card, check and EWT for payment
- ✓ Reliever of Head Cashier
- ✓ Reviews and submit the Daily Sales Report along with its attachments to ensure validity of all transaction resulting in accurate, orderly and timely reports
- ✓ Checking all cards transaction
- ✓ Filing Daily Sales Report Branch copy
- ✓ Monitor completeness of invoice series to make tracking easier
- ✓ Ensure all accounting documentation such as: cashier's daily sales report, invoice, accounting copies, charge slips, card settlements and other submitted to the head office in a timely and prompt manner
- ✓ Prepare Cashier's Petty Cash
- ✓ Receives remittances from cashier's during breaks or end of shift

(TRIPLE E MANPOWER AND GENERAL SERVICES) -

Under by Wilcon Depot Inc.

POS Cashier

Feb 06, 2015 – May 10, 2017

- ✓ Manage transactions with customers using cash registers
- ✓ Scan products and ensure pricing is accurate
- ✓ Collect payments whether in cash or credit
- ✓ Issue receipts and refunds
- ✓ Redeem loyalty points or gift card
- ✓ Balancing and remit all cash transaction
- ✓ Submission reports within the day

MERCANTILE STORE GROUP OF COMPANY

(SM DEPARTMENT STORE)

Cashier

Pagala, Baliuag, Bulacan

August 2014- December 30, 2014

Seasonal

End of Contract

PERSONAL DATA

Birth Place: Baliuag, Bulacan

Birthday: July 22, 1994

Gender: Female

Citizenship: Filipino

Height: 5'2"

Language: Filipino and English

Weight: 58 kg

CHARACTER REFERENCES

Ms. Roseann Luartes

Head Cashier/Counter Supervisor
Wilcon Depot Inc. / Baliuag Branch
0935-925-6445

Ms. Aiza Dacir

Operations Manager
Wilcon Depot Inc. / Baliuag Branch
0917-779-5167

Ms. Reycel M. Santiago

Branch Manager OIC
LKBP Baliuag Branch
09364887961