

Mary Ann A. Acebuche

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I am able participate and contribute with loyalty in the company's progress eventually give more recognition to my skills and further enhance my ability attaining work excellence.

Summary of skills & Qualifications

- ✓ Knowledgeable in Basic Computer
- ✓ Work with diverse groups & individuals
- ✓ Knowledge in handling in Admin. Works
- ✓ Have a good Customer service relation
- ✓ Ability to handle questions and confrontations
Calmly and professionally.

Work Experience

December 2, 2022 – May 31, 2023

Wheninortigas Inc.

Jollibee Escriva

Assistant Restaurant Manager

- ✓ Graduated BOTP Batch 12.05 – March 7, 2023
- ✓ Cash Control Manager
- ✓ Counter Manager

December 20, 2021 – September 30, 2022

Puregold Price Club Inc.

Puregold Monumento

Inventory Control Staff

- ✓ Responsible in monitoring the in & out of the store items.
- ✓ Monthly reporting must be done
- ✓ Witnessing of dispatch items that are in ordered by our Customers
- ✓ Adjustments items that are in bundle for promo & retagging
- ✓ Resolving negative analysis of the items

October 1, 2018 – November 15, 2022

Jollibee One Grand

Admin. Assistant.

- ✓ In- charge in store handling funds, store documents
- ✓ Encoding store sales reports, cut off cashiers
- ✓ Time keeping recording during every cut off for payroll.

August 16, 2016 – September 15, 2018

Butterbee Food Exchange Inc.

Accounting Assistant

- ✓ Posting financial data accounts of stores
- ✓ Reconciling invoices & identifying expenses
- ✓ Processing payments & documentation such as, invoices, employee reimbursements and financial statements of store
- ✓ Tracking expenses and evaluating budgets
- ✓ Participating in monthly, quarterly & annual audits of stores.
- ✓ Maintaining & improving the organization's bookkeeping process.
- ✓ Performing basic office task like filing, data entry & mail processing.

Educational background:

ACCESS COMPUTER COLLEGE – MANILA

Bachelor of Science in Business Administration

Major in Business Management

Graduated: 2017-2021

POLO NATIONAL HIGH SCHOOL

Valenzuela City

Graduated: 1999-2003

ANDRES FERNANDO ELEMENTARY SCHOOL

Valenzuela City

Graduated: 1993- 1999

CHARACTER REFERENCES ARE AVAILABLE UPON REQUEST