

Geraldine Gallardo

Finance Analyst/
Cashier

Contact

Address

Muntinlupa City, Philippines
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Phone

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Skills

- Data Collection
- Financial and Operational reporting
- Excellent attention to detail
- Customer Relationship management
- Negotiation

Languages

English

Upper intermediate

I want to excel in this field with hard work, perseverance and dedication. Seeing a job wherein I'm most qualified and where I could apply all the knowledge and skills that I have learned from schools and previous work experiences.

Work History

2021-09
Current

Finance Analyst

LAZADA E-SERVICES PHILIPPINES INC

- Ensure that all cash remittance is collected and tallied with LOP run sheet
- Ensure that cash received should be deposited on the next banking day
- Ensure all deposits are free of counterfeit/fake money
- Secure that cash vault is properly locked and ensure that no one has access expect authorization finance officers
- Responsible for accurate reporting and timely submission of all reports required
- Report to proper authority / company officers any form of known
- Perform all the task that maybe assigned from time to time
- Will relieve when a hub cashier is on schedules leave, sick leave or emergency leaves.

2014-12 -
2020-11

Toll Teller

MANILA TOLL EXPRESSWAY SYSTEM INC., Calamba

- Collecting the cash float for the day
- Opening the toll booth and setting up the cash register
- Collecting toll fees from customer and providing change
- Providing direction and road information to road users
- Informing motorist of accidents on the road ahead
- Verify the amount the customer owes, collect the cash fee, and provide change if necessary

Education

2004-01
2006-04

Associate: Computer Science

Asian College of Science and Technology, Ilocos Norte National High School - Putatan Muntinlupa City, Norte, Ilocos

1993-01
1999-04

Secondary : High School

Ilocos Norte National High School - Laoag City, Ilocos Norte

Accomplishments

I have many challenged of experience as a cashier, mso I have crafted and sharpened my abilities and can perform all my tasks required of me at a high level. I always focus on completing the task at hand, moving quickly.