



CHARIZ KRISTEL MATULIN SEMANIA

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CONTACT NUMBER:

+639061050471

EDUCATION:

Elementary:

School: Lungsodaan Elementary School
Address: Lungsodaan P. Burgos Southern Leyte
Year: 1994-2000

Secondary:

School: Saint James College of Padre Burgos (SJCPB)
Address: Padre Burgos Southern Leyte
Year: 2000-2004

Tertiary:

Course: Bachelor of Science Information Technology (BSIT)
School: University of the Visayas Main Campus
Address: Colon Street Cebu City
Year: 2004-2008

SKILLS

- Skilled in major relevant computer applications like MS Word, MS Excel
- Well-versed in oral and written English and Filipino

PERSONAL SUMMARY

I am able to work well under pressure and adhere to strict deadlines. I am a multi-tasking and hard working person can handle various task related experience in operations management. I can adapt in all challenging situations.

PROFESSIONAL EXPERIENCE

OPERATIONS ASSISTANT (CINEMA & ICE SKATING RINK)

Company: SM LIFESTYLE ENTERTAINMENT INC. (SMLEI)

July 12,2009 – October 22, 2016

- Responsible to process billings
- Responsible to process work permits of theater rentals, events and maintenance work
- Monitor all supplies for turnstile
- Making various MSRS, FAPR, SMR forms
- Responsible to follow up security clearance and to call clients for their security deposit
- Responsible to follow up Hard Drive, KDM, MTRCB permits to booking Department /Production
- Responsible sending daily/closing reports cinema sales, ice skating sales

SECRETARY (REAL ESTATE)

Company: M.S PACQUIAO REALTY

November 15, 2016 – March 01, 2019

- Responsible to call clients for their payments
- Document Paper work filings

- Excellent communication skills
- Creativity

CERTIFICATIONS

- Customer service
- Skilled training workshop
- Innovation & Entrepreneurship

PURCHASING STAFF (GROCERY)

Company: GAISANO GRAND GROUP OF COMPANIES

May 12, 2019 – October 15, 2022

- Making Purchase Order (P.O) for grocery products.

ADMIN ASSISTANT / SHOP LABOURER (textile)

Company: SH-HIMCO ENTERPRISE

November 18, 2022- January 04, 2024

- Responsible to process billings
- Assist/serve customer needs
- Do cashiering