

**Geraldine B. Maligaya**

Sorosoro Ibaba Batangas City  
Batangas City, Philippines 4200  
Mobile No.: 0977 198 3507  
Email Add: maligayageraldine10@gmail.com



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**BASIC INFORMATION**

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Gender : Female  
Date of Birth : February 10, 1995  
Age : 28  
Birth Place : Sorosoro Ibaba, Batangas City  
Marital Status : Married  
Citizenship : Filipino  
Height : 5'2 ft.  
Weight : 55 kg  
Religion : Baptist  
Passport Number : P8754110B  
Passport Expiry : 24 JAN 2032

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**WORK EXPERIENCE**

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Position : **Cashier**  
Company : **Abacus Book and Corporation**  
Address : Batangas City, Philippines  
Duration : October 21, 2015 – February 20, 2016

**Duties and Responsibilities:**

- Managing transactions with customers using cash registers.
- Scan items, ensure that prices and quantities are accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds and change.
- Maintaining a clean workspace while on duty and before leaving the counter.
- Greet customers when entering or leaving the store.
- Balances cash drawer by counting cash at beginning and end of work shift.

Position : **Clerk**  
Company : **Manila Teachers Mutual Aid System**  
Address : United Nation Avenue, Ermita Manila  
Duration : May 02, 2016 – Present

Duties and Responsibilities:

- Receives and process application forms for loan renewals, withdrawals of deposit and refunds, and termination of memberships.
- Update passbooks of members and assist prospective members in their inquiries.
- Encoding and updating of member's information and beneficiaries in the LMS, as well as taking picture and updating signature of members using webcam and pen tablet.
- Issues passbook, membership certificate and ID
- Prepare reports on new members, closed members and proxy to vote for old and new members. Filling of signature cards in the file cabinet and other reports, □ Daily balancing of ledger summary and office transactions.

### **EDUCATIONAL BACKGROUND**

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<b>Elementary</b>	<b>Year [From] - [To]</b>
School: Sorosoro Elementary School Address: Sorosoro Ibaba, Batangas, Philippines	2001 – 2007
<b>Secondary</b>	
School: Sovereign Shephers School of Values and Learning Address: Sorosoro Ibaba, Batangas, Philippines	2007 – 2011
<b>Tertiary</b>	
Course: Bachelor of Science in Business Administration School: Saint Bridget College Address: Batangas City, Philippines	2011 – 2015

### **SKILLS**

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- Good English listening and communication
- Computer literate
- Fast learner
- Works well under pressure
- Can work under minimal supervision.
- Strong work ethic skills.
- Can easily work with the team.
- Able to perform farm procedures.

## CHARACTER REFERENCES

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Ms. Mischelle B. Abu  
Head Cashier/Pump Attendant  
Former Temporary Assistant Manager  
18 Street Coop gas Bar,  
Lloydminster, AB  
Phone No.: 306-830-4631

Mr. Moises R. Montero  
Branch Manager  
Manila Teachers – Batangas Branch  
Phone No.: 09175315961

Mr. Balbino U. Dela Roca  
Mill Technician  
Olymel  
Phone No.: 1-306-613-0532

  
Applicant's Signature