

ADORE JUNE D. LAZO

Flat101 GAD Restaurant Building
Khalidiya Abu Dhabi, UAE
Mobile No.: 054-473-0519
Email Add: lazo_ajhay_14@yahoo.com



OBJECTIVE

Obtain a challenging position that will allow progress by utilizing existing skills and abilities for both professional and organizational growth

SUMMARY OF QUALIFICATION

- Graduate of Bachelor of Science in Business Administration Major in Banking and Finance
- Proficient in computer software such as: MS Office (MS Word, MS Excel, MS PowerPoint)
- Good subordinate personnel management to meet customer requirements, standards and on time delivery
- Experienced in sales and procurement on retail operations
- Experienced in day by day monitoring and management of company finances
- Possesses good interpersonal and communication skills and manages multi-tasking effectively
- Highly motivated person who values integrity, resourceful, competent, adaptable, loyal and creative
- Can work under pressure with minimal supervision
- Applies positive work attitude, goal oriented, analytical, innovative, proactive and hard working

EMPLOYMENT HISTORY

EMIRATES FLOWERS

Al Nakeel Tower
Khalidiya Abu Dhabi, UAE

Online Marketing Specialist — January 13, 2023 – Present

- Responsible for the promotion of our flowers, our floral activities such as flower care, flower arranging and floral designs in our own signature way to connect with potential customers using the internet and other forms of digital communication
- Responsible on working market research and getting feedbacks from our clients
- Managing our social media accounts, creating contents and responding to our clients' messages and inquiries
- Assisting our shop in designing and making a great window display to promote our freshly picked flowers

A.P.C.C. PILING AND CONTRACTING LLC

Al Qusais 2, Damascus Street, Al Fahed Building
Dubai, UAE

Assistant Accountant - February 06, 2016 – March 30, 2018

- Responsible for the accounting operations of the company, daily and monthly financial reports
- Responsible in preparing salary card based from the collected daily time records of the employees
- Preparing and maintaining records of invoices, payments and transaction

- Manage company cash flow (Invoice receiving and verification, Petty Cash Management etc.)
- Supervise accounts payables and accounts receivable staff and function
- Develop written accounting procedures for the operations staff and work with team to ensure proper implementation and compliance
- Completing suppliers reconciliations

WALTERMART

Brgy. Real, Calamba City, Laguna
Philippines 4027

Department Head - April 6, 2015 – August 10, 2015

- Responsible on overall selling category and store operations
- Coordinate with the head office and the suppliers for the on time replenishment and ordering of merchandise
- Responsible on retail operations, ensuring that monthly targets are met
- Responsible on implementing sale standards of the **company**

PUREGOLD JR.

Canlubang, Calamba City, Laguna
Philippines 4027

Section Supervisor - September 22, 2014 – February 21, 2015

- Acts an overall coordinator in implementing and monitoring of all company requirements on the store
such as promotions and marketing
- Assist and addressing customer related concerns
- Orient and train selling clerk
- Monitor and check all the items at selling area

RD Pawnshop

Crossing Trade Center, Calamba City, Laguna
Philippines 4027

Office Clerk to Branch Manager - August 1, 2011 – June 30, 2014

- Supervise day to day operation of the branch, approve and review reports
- Check from time to time the computation of interest collected and other charges made
- Receive customer related concerns and approve grace period/extensions and discounting interest charge
- Recommends to the area Manager to formulate and implement operating policies and procedures to safeguard the assets of the company and to attain the goal sets
- Appraises performances of the personnel in the department and recommends transfer, promotions or salary adjustments on the basis of merits and performances
- Conduct monthly meetings with employees and acts as paymaster during **payroll**

REFERENCES

References available on request

