



EMARD A. MAUN

LICENSED PROFESSIONAL TEACHER
LICENSE NO: 1619998

CONTACT

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- Alamin Building Airport Road,
Opposite Alwada Mall,
Abu Dhabi, UAE

EDUCATION

2012 - 2016

OUR LADY OF THE PILLAR
COLLEGE CAUAYAN -
SAN MANUEL BRANCH

- Bachelor of Secondary
Education Major in Biological
Science

SKILLS

- Punctuality and Time Management
- Cash Handling Skills
- Attention to Detail
- Self - Management
- Multi-Tasking Skills
- Computer Literacy
- Customer Service
- Communication Skills
- Interpersonal Skills
- Technical Skills

REFERENCE

Dir. Nelson M. Caranguian

Casa Del Nino Montessori School of Roxas - School Principal

Phone: 0916 660 3456 / 0975 905 0123

Email: casaroxas2006@gmail.com

PROFILE

Friendly and reliable cashier with hands-on experience in a school setting, trained at providing excellent customer service and handling cash transactions accurately. Proven ability to keep the checkout area clean and organized while creating a welcoming environment for customers.

WORK EXPERIENCE

CASHIER

Wonder Years Montessori Center

2017 - 2018

- Entered and updated student data, financial records, and administrative information into the school's database.
- Ensured accuracy and completeness of data entries, identifying and correcting discrepancies.
- Organized and maintained digital records, ensuring easy retrieval for administrative staff.
- Assisted in generating reports related to student payments, attendance, and academic progress.
- Collaborated with the finance department to ensure accurate financial reporting and record keeping.
- Assisted parents and students with payment inquiries and processed transactions efficiently.
- Utilized data entry skills to maintain student account information and financial records in spreadsheets.

PROCUREMENT OFFICER

Casa Del Nino Montessori School of Roxas

2022 - 2024

- Planned and managed the procurement of supplies, equipment, and services required by the school.
- Sourced and evaluated vendors, ensuring the best value and quality for the school's needs.
- Negotiated contracts and purchase agreements with suppliers to achieve favorable terms.
- Maintained accurate procurement records and ensured compliance with school policies.
- Collaborated with department heads to determine and prioritize procurement requirements.
- Monitored inventory levels and coordinated timely replenishment to avoid shortages.
- Resolved issues related to deliveries, quality, and vendor performance.