

# MARICEL SANSON CORTES

**Receptionist & Office Girl**

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## PROFESSIONAL PROFILE

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Knowledgeable in assisting customer with care. Works well in large teams, responsible, respectful, fast learner and with initiative. Skilled in computer database such as POS, peachtree, portal system software, vlookup & pivot.

## WORK EXPERIENCE

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### **C.Y. Continental Prime - Jewelry Retail Shop - Zamboanga City Philippines**

**Feb. 2022 to June 2024**

Office Assistant

- \* Auditing inventory using Portal Software System & physical audit for 20 branches in Philippines.
- \* Efficiently monitors repair and damages jewelry
- \* Managed in keeping track of in-transit items.
- \* Deposited cash & checks.
- \* Updating passbooks
- \* Generated accurate inventory using software tools
- \* Planning schedule of sales agent to conduct scanning of inventory
- \* Monitor and prepare report of cash repair funds
- \* Accurately filing of documents and reports.

### **Premier Shelter Products Inc., Zamboanga City, Philippines**

**April 2013 - August 2021**

Receptionist

- \* Answer and direct incoming phone calls
- \* Assist visitors with inquiries.
- \* Manage the scheduling of appointments
- \* Maintained comprehensive database of customer details
- \* Efficiently process of quotation, contract and amendments
- \* Check inventory level before finalizing documents
- \* Check status of orders collaborating with production team this will help support sales team and customer satisfactory
- \* Maintained comprehensive database of customer details
- \* Generated monthly sales forecasts which helped in inventory management
- \* Provided proactive support to sales team, frequent follow ups of pending quotation & contract
- \* Managed the preparation of sales reports and performances to ensure updated information
- \* Processed purchases and sales order promptly
- \* Completed administrative duties promptly and to meet company standards.
- \* Preparation of Job Order using software tools
- Assists Logistic for delivering schedule

### **Premier Shelter Products Inc., Zamboanga City, Philippines**

**Feb. 2013 - April 2013**

## Cashiering

- \* Received payments by cash and checks and issuing receipts based on contract amount
- \* Demonstrate patience while dealing with difficult customer, maintaining professionalism
- \* Maintained clean and organised workspace to ensure efficient service.
- \* Preparation of deposit slip
- \* Petty cash & revolving fund custodian & preparing detailed pcf/rf replenishment
- \* Releasing of funds with approval and supporting documents
- \* Preparation , maintaining and filing of reports , documents & receipts

## J-ATT Aqua Venture - Zamboanga City, Philippines

April 2007 - October 2011

### Accounting Assistant

- \* Monitor accounts payable and receivables.
- \* Prepare invoices and billings to clients.
- \* Ensuring that clients are properly billed for goods
- \* Monitoring incoming payments that the correct amounts are collected and in timely manner.
- \* Updating accounts ledger
- \* Processing of vouchers for payables
- \* Review invoices, purchase orders and other bills to ensure accuracy.
- \* Securing a record for released check
- \* Encoding ,maintaning and filing of reports,documents & receipts
- \* Responsible for managing petty cash fund and releasing cash with approval of the Head Officer.
- \* Preparation of petty cash replenishment by gathering all invoices and voucher.

## EDUCATION

### Computer Engineering

2005

Western Mindanao State University - Bachelor of Science  
Zamboanga City, Philippines

## SKILLS

Accounting	Fast Learner
Cashiering & Sales Coordinator	Computer Literate
Communication	Time management

## TOOLS AND SOFTWARE

Microsoft Excel, Word	POS
Portal Software System	CRM
PeachTree	