



KATRINA QUILANITA NACUSPAG.

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Objective: To explore my theoretical knowledge by applying it in a challenging job which could further develops my functional learning in a real life situation that would eventually lead to further improvement of my abilities in the field of my specialization.

Employment History:

RECEPTIONIST / ADMIN
MEHENDI LADIES BEAUTY SALON
DUBAI, UAE
August 2022 – PRESENT

- Responsible for greeting guest, answering phone calls, providing guests with information, handling financial transactions and scheduling appointments.
- Branch in charge & typically assist salon employees with a variety of tasks, and generally serve as a source of support for the salon.
- Directly dealing with the Supplier ordering and handling stocks requests.
- Book keeping and Accounting duties using tally system to input and balance Daily Sales Report.

CASHIER / CUSTOMER SERVICE REPRESENTATIVE

UNION COOPERATIVE

DUBAI , UAE

June 2, 2014-JULY 23,2022

- Handle Cash transaction with customer.
- Scan goods and collect payment.
- Issues receipts, funds and change.
- Redeem stamps and coupon.
- Makes sales referrals, cross sell products and introduces new ones.
- Resolves customer complaints, guide the and provide relevant information.
- Greet customer when entering and before leaving the establishment.
- Maintain clean and tidy check out areas
- Keeps reports of transactions
- Pleasantly deal with customers to ensure satisfactions.

ASSISTANT OPERATION MANAGER

REDLOGO LIFESTYLE INC.

1155 Balintawak Quezon City,Philippines

November 1, 2013-March 30, 2014

- Improve the operational systems, processes and policies in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning.
- Managing day to day processing of accounts receivable and payable , producing reports as requested.
- Reconciling monthly activity, generating year-end reports, and fulfilling tax related requirements.
- Demonstrated leadership and vision in managing staff groups and major projects or initiatives.
- Excellent interpersonal skills and a collaborative management style.
- Ability to look at situations from several points of view
- Persuasive with details and facts
- Delegate responsibilities effectively

CREDIT & COLLECTION SPECIALIST

REDLOGO LIFESTYLE INC.

1155 Balintawak Quezon City, Philippines

November 1, 2012-November 1, 2013

- Responsible for performing the daily operational and collection functions.
- Customer facing, sale day administration including registration, problem resolution and payment processing
- Credit line reviews, customer service, account aging management, administration, operational controls, delinquent account collection, payment management and processing
- File legal cases and generate end of day report and act as a custodian of the branch.
- Covers branch inventory and order processing activities including supervision of branch operation assistants.

BRANCH OPERATION ASSISTANT

REDLOGO LIFESTYLE INC.

1155 Balintawak Quezon City, Philippines

March 10, 2010-October 30, 2012

- Responsible for the processing of all sales transactions in accordance with establish customer service and operating policies and procedures in order to ensure achievement sales targets and proper implementation of customer service standards.

MARKETING EXECUTIVE

TBS INDUSTRIAL SERVICES

Mindanao Ave, Quezon City, Philippines

April 2009-October 2009

- involved in developing marketing campaigns to promote a product, service or idea.
- includes planning, advertising, public relations, organizing events, and research.
- Telemarketing. Managing customer relationships.

Educational Background:**Tertiary****University of the East-Manila,Philippines**

C.M. Recto Manila,Philippines

BSBA Major in Financial Management

2005-2009

Secondary**MRHS**

Roxas District Quezon City,Philippines

*High School Diploma**2000-2005***Skills and Competencies:**

Good interpersonal and communication skills.

Know how to use MS Office Application

Knowledgeable in Basic Accounting & Business Planning

Knowledgeable in Marketing Strategies

Personal Background:

Age : 34 years old

Date of Birth : August 1, 1988

Place of Birth: Manila

Language: Tagalog/English

Citizenship: Filipino

Religion : ISLAM

*I hereby certify that the above information are true and correct to the best of my knowledge and belief.***Katrina Quilanita Nacuspag**

