

RIA HAIDIE FRANCO MAGTUTO

Address: **St.7 Villa 29 Back Side Jahili School Al Jahili Al Ain UAE**

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Email Address: **riahaidie11@gmail.com**

Date of Birth: **May 10,1998**

Nationality: **Filipino**

**OBJECTIVE:**

Dedicated Administrative and Audit Staff with strong skills in data analysis, internal controls, and compliance, complemented by substantial administrative experience. Seeking to contribute to your company by leveraging my expertise in financial auditing, process improvement, and administrative support.

WORKING EXPERIENCE**Administrative Assistant | Savemore Market Sanford Marketing Corporation**

May 2018 – January 2022 in Gapan & Sta.Rosa Nueva Ecija, Philippines

- Assist in the daily operations of the retail store, including managing inventory records, coordinating stock replenishment, and ensuring proper display of merchandise.
- Handle administrative duties such as filing, data entry, and record keeping related to sales, inventory, and customer transactions.
- Address customer inquiries and complaints in a professional manner, providing resolution or escalating issues as necessary.
- Assist in processing sales transactions and handling cash and credit card transactions with accuracy.
- Maintain accurate inventory records, conduct stock counts, and assist with order placement for replenishment.
- Manage documentation related to store policies, procedures, and compliance.
- Ensure accurate and timely documentation of financial transactions and reports.

Audit Staff | Consumer Reach Inc.

January 2022 – July 2024 | San Leonardo Nueva Ecija, Philippines

- Assist in the planning and execution of audit engagements by preparing audit workpapers, schedules, and documentation.
- Review financial statements, internal controls, and processes to understand the scope of the audit.
- Collect, organize, and analyze financial and operational data to assess compliance and identify discrepancies.
- Prepare clear and comprehensive audit documentation, including workpapers, findings, and supporting evidence.
- Follow up on unresolved issues and ensure timely resolution of audit findings.
- Stay updated on auditing standards, regulations, and best practices.

EDUCATION**Bachelor's Degree in Business Administration**

Major in Marketing Management | 2014-2018

General De Jesus College Poblacion, San Isidro, Nueva Ecija

SKILLS

- Computer Literate (MIS, SAP, MS)
- Customer Service & Time Management
- Audit Inventory