



JERIZA MARALIT



Female



November 2, 1996



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Sharjah, United Arab Emirates

SKILLS

Skills:

Computer Literate
Time Management
Proficiency in English and Filipino
Flexible
Goal oriented

CERTIFICATIONS

2015: SAP Business One

REFERENCES

Abegail Silang (Pharmacist)
abglsilang@gmail.com

OBJECTIVE

To obtain position in the company as an employee wherein I could maximize my knowledge and skills. To seek challenging assignments and responsibilities opportunity for growth and career advancement.

EDUCATION

Lipa City Colleges

Business Administration major in Financial management

June 2013 - March 2017

WORK EXPERIENCE

N.L Villa Memorial Medical Center

Cashier 2018 - 2024

Handling multiple cash transactions and providing assistance regarding of payments.
Issuing receipts and managing point of sale system.

Ancestral Credit and Loans Inc.

Bookkeeper 2017 - 2018

Recording transactions and producing financial reports.
Maintaining up to date financial data in the business.

Z Hostel

Accounting (Internship) 2016 - 2017

Handle transactional accounting for card payments.
Perform general accounting task, including inventory.