PUROK 9A BRGY. SANTIAGO

ILIGAN CITY LANAO DEL NORTE

0912 758 3263 / 0997 156 2462

pcomandam17@gmail.com

**OBJECTIVE**

Administrative Staff with 5 years’ experience in cashiering and clerical tasks, seeking a challenging position to leverage organizational, communication, and leadership skills to streamline office operations and support business.

PEARL CHRISTINE OMANDAM

# EXPERIENCE

## ADMINISTRATIVE STAFF

**St. Peter’s College, Iligan / August 2022 – Present**

* Provides clerical support to the Finance Department
* Prepare and maintain accounting documents and records
* Provide assistance to the School Cashier as Assistant Cashier if needed
* Assists the HR Management Officer on the remittance of Employees Contributions and Loans

## FASTFOOD SERVICE CREW / CASHIER

**Alrose Group of Companies, Jollibee Iligan**

**July 2011 – September 2014**

* Actively listen to customers, handle concerns quickly
* Increase customer satisfaction by resolving issues
* Improve operations through consistent hard work and dedication.

# EDUCATION

## St. Peter’s College, Iligan / 2012-2015

* BSBA – Operations Management