



CHARMIE HAZEL CREDO

WORK EXPERIENCE



- SPINNEY'S (WAITROSE, AL BARARI)
(FROM DEC 2017 - PRESENT) (DUBAI, UAE)
JOB POST : CASHIER / CUSTOMER SERVICE
JOB DESCRIPTION : > PROCESSING PAYMENT THROUGH CASH, CHECK OR ELECTRONIC CARD, MAKING CHANGE, & HANDLING OUT RECEIPTS AS PER STANDARD PROCEDURE.
> GOOD CUSTOMER SERVICES.
> BACK OFFICE - MAINTAINING DAILY ACCOUNTING RECORDS
> SAP ERP, MS OFFICE - OPERATING SYSTEM
- PUREGOLD PRICE CLUB INC. - SUPERMARKET
(FROM APRIL 2016 - AUG. 2017) (PHILIPPINES)
JOB POST : ACCOUNT PAYABLE STAFF
JOB DESCRIPTION : > RECEIVE & VERIFY THE INVOICES & REQUISITION FOR GOODS & SERVICES.
> VERIFY THE TRANSACTIONS COMPLY WITH FINANCIAL POLICIES & PROCEDURE.
> PREPARE BATCHES OF INVOICE FOR PAYMENT.
> DATA ENTRY INVOICES FOR PAYMENT
> PRINT & DISTRIBUTE MONTHLY FINANCIAL REPORT.
- POWER BOOKS - BOOK STORE
(FROM FEB. 2014 - MARCH 2016) (PHILIPPINES)
JOB POST : SALES ASSOCIATE & BRANCH CASHIER
JOB DESCRIPTION : > GREET A LL CUSTOMER & ASSISTS THEM AS NEEDED.
> HANDLE ALL TRANSACTIONS WITH CASH REGISTER.
> RECEIVE PAYMENT BY CASH , CREDIT CARDS OR AUTOMATIC MACHINE.
> PROCESS MERCHANDISE RETURE OR EXCHANGE.
> CASH COUNT DURING THE EARLY SHIFT TO ANSURE THE CORRECT & SUFFICENT AMOUNT.
> ATTENDING ALL CALLS AND TAKE MESSAGES FOR INQUIRY.
- ST. DOMINIC MEDICAL CENTER INC - HOSPITAL
(FROM NOV. 2011 - DEC. 2014) (PHILIPPINES)
JOB POST : HOSPITAL CASHIER
JOB DESCRIPTION : > RECEIVES CASH PAYMENT TENDERED IN PERSON, PREPARE & ISSUE RECEIPTS.
> PREPARE DAILY DEPOSIT FOR ALL HOSPITAL TRANSACTIONS.
> RECEIVE , MAINTAIN & RELEASE PATIENT PROPERTY AS PER PROCEDURE.
> PROCESS ALL PAYMENT & ADJUSTMENT THROUGH BIZBOX HOSPITAL.
> PERFORM ROUTINE FILING & CLERICAL DUTIES.
- NATIONAL COLLEGE OF SCIENCE & TECHNOLOGY - SCHOOL
(FROM DEC. 2007 - JULY 2011) (PHILIPPINES)
JOB POST : ACCOUNTING STAFF
JOB DESCRIPTION : > PERFORMING ACCOUNTING & CLERICAL FUNCTION TO SUPPORT SUPERVISORS.
> PROCESS BILLS PAYMENTS, OPEN MAILS & MATCH PAYMENT INVOICE.
> INPUT TYPE VOUCHER , INVOICE, CHECKS, ACCOUNT STATEMENTS REPORTS.
> COMPILE INVOICES & CHECKS.
- PHILIPINAS PAWNSHOP
(FROM MAY 2006 - OCT. 2007) (PHILIPPINES)
JOB POST : BOOKKEEPER
JOB DESCRIPTION : > RECORDING & POSTING DAY TO DAY TRANSACTION.
> PREPARE ON MONTHLY BASIS THE INVENTORY FOR AUCTION.
> RECORD CUSTOMER PAYMENT & DAILY BANKING.
> COLLECT, COUNT & DISBURSE MONEY.
> BOOKKEEPING & COMPLETE BANK TRANSACTION.

INFO



NAME

CHARMIE HAZEL CREDO



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ADDRESS

BURJUMAN,
DUBAI. (UAE)

PERSONAL

DATE OF BIRTH - 20TH MARCH 1984
RELATIOSHIP - SINGLE
NATIONALITY - FILIPINO
LANGUAGE - ENGLISH & TAGALOG

ACADEMIC DIMENSIONS

> 2006
BSBA MAJOR IN MANAGEMENT
(ADAMSON UNIVERSITY)

THINGS I LIKE TO DO... :

SKILL'S :



M.S OFFICE



OFFICE MACHINES



MULTI-TASKING



TEAM WORK



LISTENING MUSIC



WORKOUT



COOKING



TRAVELING

" I would appreciate the opportunity to meet with you to discuss
how my qualifications will be beneficial to your organization's success."

- CHARMIE HAZEL CREDO