

## Gizelle V. Pamplona

Al Ain UAE, 1993

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Nationality : Philippines

Language : English, Arabic, Tagalog



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### Objective

- To be able to find a suitable job based on my knowledge and qualifications that would allow me to grow personally and professionally thus contributing to the development of the company.

**Position Desired: Cash Office Administrator, General Cashier, Accounting Staff, Clerical work, Admin staff, Sales**

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### Professional Strengths

- Good knowledge of Cash Handling & POS operate
- Advance knowledge of MS Office and Accounting software (ERP Software)
- Skilled in managing multiple tasks and has ability to work under pressure
- Strong communication and time management skills

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### Educational Background

**Bachelor Degree in Information Technology**  
**System Technology Institute (STI), Laguna Philippines**  
**SY 2002 – 2006**

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### Employment History

**Organization : Hili Fun City**  
**Hili Fun City - Al Ain Municipality – Al Ain UAE**

**Designation : Cash Office Administrator / Cashier**

**Duration : February 2020 up to Present - July 2013 to January 2018**

- Petty Cash handling and Cash/Sale reconciliation
- Preparing daily petty cash expenses.
- Preparing petty cash statements and get approval from the Management and send to accounts for replenishment
- Receiving payments and issuing receipts and keeping track of all cash transactions.
- Doing daily cash reconciliation.
- Count all the float bags from the cashiers after they close the register if any difference.
- Preparing Transguard bags, deposit slips and deposit all the sales cash.
- Coordinating with Transguard team for the cash collection / Used to go bank for deposit money/cheque
- Use to go Central Bank of UAE to get the smaller bills.

**Designation : Accounts Clerk**

**Duration : April 2018 up to February 2020**

- Preparing the payment voucher and cheque for various supplier.
- Update accounting journals and ledgers and other financial records.
- Enter, updates and/or retrieves accounting data from Accounting System.
- Assist senior accountants in the preparation of monthly/yearly closings
- Preparing Vat reports, Invoices & Receipts
- Knowledge in Procurement

- In-charge for Ticketing department ( when Supervisor in Vacation )
  - Supervising the day-to-day operations of the ticketing employees
  - Updating DSR for all the locations on a daily basis
  - Maintaining the ticket account balance / Prepare tickets sale and reconciliation reports.

Organization : Tourism Development & Investment Company (TDIC) Hili Fun City, Al Ain UAE

Duration : July 2012 to June 2013

Designation : **Cashier**

- In charge on cash transaction
- Issuing tickets through POS system
- Patiently handling the customer queries
- Well dealing with various promotion
- Giving quality customer service.

Organization : Al Safa Commercial Centre, Hili Rumailah, Al Ain UAE

Duration : June 2009 to July 2012

Designation : **Cashier / Sales** ( Department Store & Supermarket )

- In charge on cash and credit transaction
- Responsible in using POS to transact the items purchase or return.
- Patiently handling the customer queries
- Demonstrating knowledge of the product being sold.
- Giving quality customer service.

Organization : CalambaTristar Emission Testing Center, Philippines

Duration : September 2007 to May 2009

Designation : **Cashier / Encoder**

- Encodes client and vehicle information to the IT Provider's Realtime/Online/Interface program.
- Receiving test results via Internet Program and uploading the transaction to the IT provider through internet facility.
- Downloads test results via interface.
- Assistants also perform clerical tasks like answering phones, making photocopies and sending faxes.

Organization : Calamba Medical Center ( CMC ), Philippines

Duration : July 2006 to March 2007

Designation : **Processing Clerk**

- Rendering of all requisition in the Blizcom terminal.
- Responsible for scheduling of patient treatment within a week.
- Rendering of transaction and forwarding fees to the cashier.
- Assist also perform clerical tasks like answering phones, making photocopies and sending faxes.

## **Seminars Attended**

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### Basic First Aid Training

Aspire Middle East Training Institute  
Hili Fun City – Al Ain  
August 2013 - August 2014

### Fire Warden

Aspire Middle East Training Institute  
Hili Fun City – Al Ain  
August 2012 - August 2013

### Data Encoding

Community Extension Services Department  
Adventist University of the Philippines, Silang Cavite  
July 2003 to December 2003

### Basic Safety Training

The Maritime Training Center of the Philippines  
Manila, Philippines  
February 2007 to March 2007