# Gizelle V. Pamplona

Al Ain UAE, 1993

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Nationality : Philippines

Language: English, Arabic, Tagalog

## 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: <u>Cash Office Administrator, General Cashier, Accounting Staff, Clerical work, Admin staff, Sales</u>

## **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 towork under pressure
- Strong communication and time management skills

### **Educational Background**

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

**Employment History** 

Organization: Hili Fun City

Hili Fun City - Al Ain Municipality - Al Ain UAE

Designation: Cash Office Administrator / Cashier

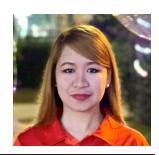
Duration: February 2020 up to Present - July 2013 to January 2018

- 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
  - o 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

#### 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