



Ivy Michelle M. Nilo

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OBJECTIVE

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Organized and dependable candidate, successful at managing multiple priorities and possess a B.A in Marketing and expertise in Microsoft Office (MS Word and Excel). Looking to leverage my knowledge and experiences into a role.

WORK HISTORY

- **Cashier**
AL Safeer Group of Co. LLC-Sharjah, United Arab Emirates
November 2019 to current (3 years and 10 months)
- **Production Planning and Control Head**
Oriental Tin Can and Metal Sheet Manufacturing- Quezon City, Manila, Philippines
March 2016 to October 2019 (3 years and 7 months)
- **Factory Production Worker**
Nutritive Food Snack Corporation –Quezon City, Manila, Philippines
June 2015 to November 2015 (5 months and 4 weeks) 6 months contract.
- **School Accounting Assistant/Cashier**
St. Stephen Academy Private School- Laur, Nueva Ecija, Philippines
Jun 2013 – May 2015 (1 year and 11 months)
- **School Canteen Manager**
St. Stephen Academy Private School- Laur, Nueva Ecija, Philippines
May 2012 - May 2015 (3 years)

EXPERIENCES

- Dedicated Cashier experienced in high end-retail operation. Professional and friendly with remarkable customer service and sales abilities. Bringing experience and product knowledge to exceed revenue goals.
- Dependable accounting professional acknowledged for reliability, integrity and quick learning ability. Experienced in account reconciliation, report drafting and collections. Dedicated with strong work ethic and resourceful nature.
- Detail-oriented clerk with proven history of streamlining processes and delivering valuable administrative support. Provided accurate and thorough production paperwork. Prioritizes deadline adherence with timely responses to complex production concern.
- Qualified factory worker with proven abilities in product processing, finishing and packaging. Safety oriented with great attention to detail and high level of accuracy.
- Dedicated hardworking restaurant or canteen management professional with extensive daily planning and operations experience.

BASIC INFORMATION

Age : 31 yrs. old
Height (cm) : 153
Birth Date : May 26, 1992
Languages : Tagalog, English, Basic Arabic
Visa Status : Residence Visa valid until December 25, 2023
Notice Period : November 18, 2023
Passport Validity: July 09, 2029

EDUCATIONAL ATTAINMENT

Bachelor's / College Degree (2008-2012)
Bachelor of Science in Business and Administration major in Marketing
College of Immaculate Conception- Cabanatuan City, Nueva Ecija, Ph.

SKILLS

- Point of Sale (POS) system operation, Cash handling, Customer Service and Attention to details.
- Strong communication, Problem solving and Multi tasking
- Production Scheduling, Inventory Control and Data Analysis
- Supply Chain Management and Quality Control
- Budgeting and Forecasting.
- Bookkeeping
- Data Entry
- Inventory Management
- Recipes and Menu Planning.
- Food Plating, presentation, preparation and safety.