

GIRLIE B. ANDRES



CONTACT

📍 402 Al Safa Building, Electra St. Abu Dhabi UAE

☎ +971521568891

✉ andresgirlie90@gmail.com

📅 October 15, 1990

OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

SKILLS

- 1. Time management
- 2. Communication
- 3. Adaptability
- 4. Problem-solving
- 5. Teamwork
- 6. Creativity
- 7. Leadership
- 8. Interpersonal skills
- 9. Work ethic
- 10. Attention to detail

REFERENCE

- **MR. ALVIN ALVARADO - DG MANAGER**
VICTORY LINER INCORPORATED

+639992233675

- **LENDY VIERNES - DG TIMEKEEPER**
VICTORY LINER INCORPORATED

+639985915022

LANGUAGE

✓ ENGLISH, FILIPINO

EXPERIENCE

VICTORY LINER INC.

April 2022 - Present

SHIPPING LEADMAN

1. OVERSEES AND SUPERVISE WAREHOUSE EMPLOYEES AND DRIVERS TO MAKE SURE ALL ITEMS ARE PREPARED, SHIPPED AND RECEIVED BY CUSTOMERS WHILE COMPLYING WITH COMPANY POLICY
2. FILING OF CARGO MANIFEST
3. CREATING CARGO TRIPS
4. DEPARTING CARGO BUS
5. ARRIVING BAGGAGES FROM OTHER TERMINALS AND CHECKS IF IT IS TALLY WITH THE COPY OF THE CHECKERS BEFORE ARRIVING ITEMS
6. LOADING ITEMS IN THE SHIPPING SYSTEM OF VLI

METRO MAIN STAR ASIA CORPORATION

September 2013 -
April 2014

COUNTER CHECKER

1. CHECKS SOLD ITEMS BY CUSTOMER
2. CHECKS THE RECEIPTS AND ITEMS GIVEN BY THE CASHIER TO THE CUSTOMER
3. PROVIDE SUPPORT IN PACKING ITEMS
4. VALIDATE CHECKS CREDIT/DEBIT CARD PAYMENT TO ENSURE THAT THE PAYMENT ARE BEING USED LEGALLY
5. CHECK TRANSACTIONS AGAINST CASH/CREDIT CARD PAYMENTS RECEIVED AND ENSURE THAT THEY TALLY

VICTORY LINER INC.

March 2015 - April
2022

SHIPPING TELLER/TICKET SELLER

1. TRANSACTS SHIPPING FOR DELIVERY
2. CASHIERING/ COLLECTING PAYMENT
3. ANSWERING TO CLIENT INQUIRIES and PROVIDING INFORMATION
4. FILING RESERVATIONS
5. TAKING PHONE CALLS FROM CUSTOMERS

EDUCATION

**Isabela State University, Cauayan Isabela Campus,
Philippines**

2011

Bachelor Of Science In Business Administration Major in Banking and Finance

Signature:

GIRLIE B. ANDRES