



Krystal Allya Terrado

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Adaptable and driven individual seeking a suitable job to contribute knowledge and foster personal and professional development. Committed to utilizing diverse skills and embracing varied perspectives and cultures, with a strong work ethic and a passion for continuous learning.

Work Experience

Cashier

Chong's Chicken Inasal House
Philippines

September 2021 – January 2024

- Enhanced customer satisfaction with efficient and accurate cash transactions.
- Maintained balanced cash drawer, ensuring accurate accounting at shift end.
- Adapted quickly to new POS system technologies, ensuring seamless transitions for staff and customers.
- Professionally resolved customer complaints, improving relations and loyalty.
- Exceeded productivity goals through consistent attention to detail and organization.
- Mentored new employees on cashier duties, improving overall staff performance.
- Worked flexible schedule and extra shifts to meet business needs.

Accounting Intern

FPD Global Integrated Services, Inc.
Philippines

February 2023 – June 2023

- Applied principles of accounting to analyze financial information and prepare financial reports.
- Prepared company tax returns and other financial filings.
- Reconciled financial discrepancies to maintain records integrity and compliance.
- Investigated daily variances and corrected errors to resolve discrepancies.
- Gained hands-on experience with various accounting software programs such as Xero and Excel, enhancing overall efficiency in daily tasks.
- Applied proper codes to invoices, files, and receipts to keep records organized and easily searchable.
- Assisted with month-end closing and reporting duties.
- Maintained accurate and complete documentation to facilitate accounting and filing functions.

General Skills

- Fluent in English and Filipino language in both written and verbal
- Excellent computer proficiency (Microsoft Office – Word, Excel, PowerPoint, Outlook)
- Knowledgeable in accounting software (Xero, SAP Business One) and POS system
- Time management and organizational skills
- Ability to adjust to new responsibilities and challenges quickly
- Strong interpersonal skills and a friendly, approachable demeanor

Education

Bachelor of Science in Business

Administration: Financial Management

San Beda University
Philippines

September 2019 – August 2023

Accountancy, Business and Management Diploma

Lyceum of the Philippines University
Philippines

August 2017 – May 2019

Certification

Xero Advisor & Payroll Certified

Issued on: 17 December 2023
Philippines

Masterclass on Australian Bookkeeping, Payroll & Taxation with Xero

Ezacc Training Academy Incorporated
Issued on: 16 December 2023
Philippines

TESDA National Certificate III - Events Management Services

Issued on: 26 March 2019
Philippines