



MARILYN A. MARASIGAN

Receptionist | Front Office Admin |Accounts

CAREER OBJECTIVE

"To be part of a dynamic organization with a challenging position where I can apply my skills and further gain more knowledge as well as personal development thus contributing to the fulfillment of the company's goal."

EXPERIENCE

RECEPTIONIST/CASHIER/ACCOUNTS

MRCOPY DIGITAL COPY CENTER
AL SUWAIDI GROUP OF COMPANIES
Dubai, UAE

JANUARY 2013 - JULY 2022

- Recorded daily transactions including invoices, delivery notes, purchases, payments, and journal entries.
- Processed payments via cash, check, credit cards, vouchers, and automatic debits. Issued receipts, refunds, credits, or change.
- Greeted customers and handled inquiries via phone, redirecting calls and taking messages as needed.
- Maintained books of accounts and recorded transactions in Tally, including bank, debtor, and creditor reconciliations.
- Prepared sales and purchase registers, as well as monthly petty cash expenditure details.
- Managed staff attendance and leave records.
- Handled accounts payable, accounts receivable, general ledger, and billing tasks.
- Maintained debit and credit note registers, and prepared reconciliation statements for debtors and creditors.
- Proficient in data entry and accounting software, particularly Tally for ten years.
- Handling Petty Cash.

CASHIER

Sta. Lucia East Supermarket
Philippines

August 16, 2011 - July 10, 2012

SM Megamall
Philippines

June 07, 2004 - November 11, 2004

Sta. Lucia East Department Store
Philippines

December 01, 2001 - May 21, 2002

- Accepted payments by cash, check, credit card, vouchers, or automatic debits.
- Issued receipts, processed refunds, applied credits, and provided change.
- Greeted customers upon arrival.
- Weighed items to determine pricing.
- Set prices for goods, services, or admission and calculated bills using registers or scanners.

CONTACT

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Al Karama - Dubai

EDUCATION

BACHELOR OF SECONDARY EDUCATION/ MAJOR IN MATHEMATICS

Rizal Technological University
Rizal, Philippines
Graduated 2001

SECONDARY/ HIGH SCHOOL

Juan Sumulong Memorial Jr. collage
Espiritu St. Taytay Rizal, PHP
Graduated 1996

KEY QUALIFICATIONS

- Proficient in MS Office with fast typing skills.
- Strong communication and interpersonal abilities.
- Capable of maintaining confidentiality.
- Skilled in organizing and prioritizing tasks.
- Focused on continuous improvement.
- Highly motivated to succeed.
- Resourceful, honest, hardworking, friendly, and approachable.
- Knowledgeable in Outlook.
- Experienced with accounting software, including TALLY 9 and 7.2 (for more than ten years).

PERSONAL INFORMATION

Passport No : P0054332A
Date of Birth : 12th August 1979
Nationality : Filipino
Religion : Christian
Marital Status : Married