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arviejoypresentacion@gmail.com



Abu Dhabi City, UAE

PERSONAL PARTICULARS

Gender : Female

Date of Birth : December 06, 1996

Age: 28

Civil Status: Single

Citizenship : Filipino

Language/Dialect : Filipino, English

SKILLS

- Customer Service
- Coordination & Multitasking
- Data Entry
- Adaptability
- Computer Literate
- Teamwork & communication
- Efficiency

EDUCATION

Bachelor of Science in Business Administration

Major in Marketing

Nueva Ecija University of Science and Technology, S.Y. 2012 - 2016

ON-THE-JOB TRAINING

Advance Credit Corporation

Reception and Operation Department
Kapt. Pepe Subdivision, Cabanatuan City
November 2015 - March 2016

ARVIE JOY R. PRESENTACION

CAREER OBJECTIVE

To achieve high career growth through a continuous learning process and keep myself competitive with my work.

WORK EXPERIENCE

Accounting Clerk

DN Nueva Ecija Roofing Corporation

May 17, 2016 - October 25, 2019

- Handling of Petty Cash Fund and Accounts Payable.
- Incharge in receiving stocks.
- Issuance of Loading Order and Delivery Receipts.
- Data entry of Production and Purchase Order.
- Daily and monthly Sales and Costing Report.
- Preparing Monthly/Mid-Year & Year-End Inventory Reports.

Cashier

Swedish Market

IKEA, YAS Island, Abu Dhabi

Abela & Co. LLC

November 22, 2019 - October 30, 2022

- Handling cash, card, vouchers transactions.
- Refilling of items on display/shelves.
- Stocks inventory and ordering.
- Greeting and assisting customers.

Cashier/Front of House Staff

BB Social Dining/Philotimos Meze+Grill

YAS Mall, YAS Island, Abu Dhabi

January 12, 2023 - August 26, 2025

- Handling cash, card and voucher payments.
- Welcoming and assisting guests.
- Taking and serving food and beverages order.
- Weekly and monthly consumables inventory.

SEMINARS ATTENDED

Safe Cash Handling Training

IKEA YAS Island 2021

Occupational Health And Safety Training

IKEA YAS Island September 29, 2021

Essential Food and Safety Training

IKEA YAS Island October 22, 2020

First Aid Training

IKEA YAS Island February 18, 2020

Preparation of Financial Statement

Computer Based Accounting Information System
July 22-24, 2015

Adding Value = Building Wealth

Marketing and Selling Techniques

NEUST Auditorium, Sumacab Este, Cabanatuan City
July 10, 2014