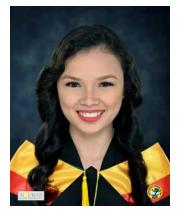
# CV of Vídyl Montecalvo



VIDYL MONTECALVO Dubai, UAE Mobile no.: +971 524390833 Email Address: vidyl.velez@yahoo.com

## OBJECTIVES

To work as part of a team in co-ordination with various members of the organization, attaining organizational goals and contributing to its growth, with diligence and dedication in a secure company where hard work is recognized and opportunity to advance the career.

#### **CORE COMPETENCIES**

- Knowledgeable in the following
- \rm Invoicing
- Receivable/Payables Payments
- Generating and Booking of Invoices
- Bookkeeping and Accounting procedures
- Cashiering, Teller & Customer Service
- Competent in Microsoft (Excel & Office)
- Data entry and word processing
- Cash & Petty cash handling
- 🜲 Payments Follow up

## QUALITIES

- Trustworthy, Responsible & Tactful
- 🖊 Good organizer, Initiative & Alert
- Excellent Communication & Interpersonal skills
- 🖊 Team player and possess a warm, friendly and professional demeanor
- 4 Ability to work under pressure and own initiative Aptitude for number & well organized

## WORK EXPERIENCES & ON JOB TRAINING

## EMIRATES CONCORD HOTEL, DEIRA, DUBAI UAE June 30, 2019 to present

## Front Office Staff

#### **Duties & Responsibilities**

- ✓ Represents the first point of contact with guests and handles all stages of a guest's stay.
- ✓ Involves registering/booking guests in and out of their rooms, while accommodating any special requests.

- ✓ Verify a guest's method of payment and run a background credit check during check-in.
- ✓ Upsell guest rooms, by sharing available alternatives and options.
- ✓ Register & process guests and their assigned rooms
- ✓ Communicating with hotel staff on the status of guest rooms
- ✓ Handling cash registers and payments
- ✓ Collects the payment (in cash, check and/or by credit/debit card for bill payments
- ✓ Know the value and check the money received
- ✓ Records the amount received, make change if any and ensure the correct receipt of cash
- ✓ Check and record totals shown on cash register and verify against cash on hand
- ✓ Prepare reports transactions
- ✓ Responding to the queries of the visiting customers/consumers
- ✓ Resolving consumers issues
- ✓ Maintain a clean and neat front desk area

## CEBU II ELECTRIC COOPERATIVES, INC., Bogo City Cebu Philippines April 02, 2018 – June 12, 2018

**CEBU II ELECTRIC COOPERATIVES, INC., (CEBECO II)** mission are to provide safe, efficient and reliable electric service at a competitive rate the transforms the lives of the customers within CEBECO II coverage area. CEBECO II is a service-oriented electric utility sustaining exemplary performance, ensuring total customer satisfaction.

## On Job Training as CSR/Teller

#### **Duties & Responsibilities**

- ✓ Collects the payment (in cash, check and/or by credit/debit card for bill payments
- ✓ Know the value and check the money received
- ✓ Records the amount received, make change if any and ensure the correct receipt of cash
- ✓ Check and record totals shown on cash register and verify against cash on hand
- ✓ Prepare reports transactions
- ✓ Responding to the queries of the visiting customers/consumers
- ✓ Resolving consumers issues

#### On Job Training at the President Office

#### **Duties & Responsibilities**

- ✓ Make sure all visitors and callers are dealt promptly, courtesy and accurately
- ✓ Maintain visitor and caller logs
- ✓ Answer queries from visitors and callers, and refers them to the appropriate person
- ✓ Ensure visitors are made comfortable
- ✓ Ensure mail and faxes are distributed to the appropriate person accurately and in a timely manner

# CV of Vídyl Montecalvo

- ✓ Receiving and directing incoming emails to the appropriate parties
- ✓ Copy & Scan Official Documents as President requirements
- ✓ Printing, typing, sorting documents and maintain filing system
- ✓ Book & arrange meeting rooms and collaborative space and maintain tidiness
- ✓ Support office managers and ensure that all administrative support are being met

#### EDUCATION

College	Cebu Roosevelt Memorial Colleges
	Bogo City, Cebu, Philippines
	Bachelor of Science in Accounting Technology
	June 2015 to April 2019
Secondary	St. Louise De Marillac College
	June 2011 to April 2015
	Bogo City, Cebu, Philippines
Primary	Kalunasan Elementary School
	Cebu City, Philippines
	June 2005 to March 2011
ACHIEVEMENTS	
	✓ Active Members of Junior Philippine Institute of Accountants (JPIA)
	✓ Unifast Scholar (College)
	✓ Class Honors' Student (High School)
	✓ Class Honors' Student (Elementary)
PERSONAL INFORMATION	
Status	Single
Age	21
Gender	Female
Birthdate	November 10, 1998

Further information would be provided as per request.