**MARY GLORY M. BOTEROS**

Flat 306, AL Fardan A, Al hudaiba St. Dubai, UAE

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**OBJECTIVES**

To obtain a position with sense of responsibilities that will allow me to achieve a high level of success of the company and for the personal development.

**EXPERIENCE**

***Sales cum Cashier***

Street Corn Cafeteria, Dubai, UAE November 2016 - Present

Duties & Responsibilities:

* + Checking Inventories
* Provides a positive customer experience with fair, friendly, and courteous service.
* Collects payments of the customer through Cash or Card Payment and make change for cash customer
* Balances cash drawer by counting cash
* Ordering ahead of the of all stocks need
* Maintains checkout operations by following policies and procedures and reporting needed changes.
* Maintains a safe and clean working environment by complying with procedures, rules, and regulations.
* Prepare month-end report of Daily Sales and Inventory

**ACCOUNTINGSTAFF**

Libcap Super Express Corp, Iloilo City, Philippines

April 2015 – June 2016

**Duties & Responsibilities:**

* Credit & Collection Staff
* Checking the Daily Sales Report
* Checking the Daily Collection Report
* Deposit all Check Collection daily
* Ensure that the Branches are updated with their Reports
* Performs general office duties such as photocopying, typing, issue receipt and way bill or answering phone calls
* Checking of withdrawal, inter branch, on-us cash and check deposits
* Cashier reliever
* Keep track of customer contact information
* Prepare month-end report of collection received
* Prepare checks summary on post-dated checks received
* Issue letters to overdue accounts
* Maintain accurate records about the customer payment status
* Ensure accurate and timely payment of all receipt
* Compile customer payment histories by creating voucher

**ACCOUNTING INTERN**

Life Bank Foundation Inc., Iloilo City, Philippine June 2013 – March 2015

Duties & Responsibilities :

* Work on Finance Department
* Manage the organizational cash-flow like making sure that the organization is paid on time
* Encoding the Benefits of the Employees
* Check the Daily Replenishing Report done by the account payable clerk
* Filling important documents

**SKILLS & QUALIFICATION**

I have experienced working in Accounting & Sales . I also have strong math skills and solid understanding of finances. I can hadle POS. I have qualities such as organized, flexible, analytical, confident, and resilient. I have experienced in using advanced technology for analyzing business processes. I have good communication skills both oral and writing. I also have self-discipline that will implement in my daily works and activities. I am able to work in a team. I am proficient in Microsoft Office and software related business modeling. I can speak Tagalog (native ) and English ( fluent ).

**EDUCATION**

Bachelor of Science Business Administration

Major in Marketing Management

University of San Agustin, Iloilo City, Philippines Batch 2015

**PERSONAL INFORMATION**

Age: 28 years old

Birthday: April 18, 1992

Height: 5’3

Weight Gender: 50kg

Status: Single

Nationality: Filipino

Visa Status: Employed (Expired: JUNE 16, 2021) UnlimitedVisa.