**Joan Baylon Banaag
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**OBJECTIVE**

* Seeking a position where extensive experience will be further developed and utilized.

**CAREER PROFILE**

* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions .
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.

**EXPERIENCES**

**PARK N. SHOP**

**Cashier**

* Receive payment by cash, check, credit cards, vouchers, or automatic debits.
* Issue receipts, refunds, credits or change due to customers.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

**MERCURY DRUG CORPORATION**

 **Branch Administrative Assistant**

* Answering calls, handling information requests and performing clerical functions such as organizing files and preparing documents
* Using dispensary and store computer systems to generate stock lists and labels
* Helping to maintain reasonable dispensary stock levels
* Ordering items for use within a department
* Receiving incoming goods from wholesalers, manufacturers and elsewhere
* Formulating monthly sales report
* Consolidation of daily cash sales
* Preparing Payroll

**PUREGOLD PRICE CLUB, INC.**

**Accounting Assistant**

* Ability to read and write to accurately complete all documentation.
* Accurately and efficiently complete all sales transactions and maintain proper cash and media accountabilities.
* Performing clerical tasks, including processing and recording transactions
* Preparing reports and budgets

**EXPRESSION SCHOOL SUPPLIES**

**Accounting Assistant**

* Adhere to all Company policies, procedures and practices, including signing, pricing, and loss prevention.
* Handling all the cash transaction of an organization.
* Checking daily cash accounts
* Fielding communication with clients and suppliers, fact checking, filing and other duties, as expected.

**MEDICAL CENTER TRADING CORP.**

**Merchandiser**

* Communicate guest requests to management.
* Maintain an awareness of all product knowledge information, merchandise, promotions, test merchandise and advertisements. Using dispensary and store computer systems to generate stock lists and labels
* Helping to maintain reasonable dispensary stock levels

**SPECIAL SKILLS**

* Knowledgeable in Basic MS Word & Excel
* Proficient in English - written and oral communication
* Willing to work in a flexible schedule
* Fast learner
* Highly dependable and reliable
* Trustworty
* Excellent attention to detail
* Optimistic person

**EDUCATION**

* **BACHELOR OF SCIENCE IN COMMERCE MAJOR IN FINANCIAL MANAGEMENT ACCOUNTING**
Technological Institute of the Philippines 2004
* **Secondary**
St. Nicholas Academy 1999
* **Primary**
St. Mark International Academy 1995