

# Aiza Bindoy Lomerio

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Blk 8B-2 Lot 4 Ph2 Fiorano St. IL Giardino Residences Brgy. Buenavista 1  
General Trias, Cavite

A hardworking, well-mannered, friendly and knowledgeable person with a positive attitude. Efficient cashier with 3+ years of valid experience. Proven history of carefully managing funds to reduce discrepancies and an efficient administrative record. Able to work independently without much supervision on assigned work scope. Pro-active with ability to solve issues.



## Experience

09/2022 to 02/2023

### Cashier

**Supervalue Inc.**, SM Supermarket Dasmariñas Cavite

- Responsible for scanning items, processing cash, debit, credit and check transactions using a cash register or other point-of-sale system in a retail environment.
- Ensure all transactions run smoothly and help maximize customer satisfaction.

01/2022 to 04/2022

### Staff 1

**H.R.D. Singapore Pte Ltd**, EPZA General Trias Cavite

- Learn how to read Japanese Alphabet – Hiragana, Katakana and Kanji.
- Familiarize with Japanese Houses.
- Accomplish design details, layouts and calculations using a “Walk in Home Plus” (Japanese software).
- Designing a foundation for a Floor Plan.

06/2017 to 08/2020

### Branch Cashier

**Maise Inc. (Syudad by Barrio Fiesta)**, Cainta Rizal

- Greet customers, taking orders, itemizing and totaling customers' purchases.
- Collecting payment, counting the money from the cash drawer, comparing receipts with revenues.
- Answered customer questions and resolved service issues in a timely manner.
- Serve food as needed.
- Administrative functions as required.

## Skills

- Attention to detail
- Service Quality Skills
- Communication Skills
- Cash handling
- Time management
- Flexibility
- Good manners
- Microsoft Office

## Education

Computer Secretarial:  
Gateways Institute of Science and  
Technology - 2009  
Antipolo City, Rizal

## Hobbies

- Drawing
- Cooking

07/2015 to 09/2016

**Finance Analyst / Billing Processor**

**ASIAPRO Cooperative, Pasig City**

- Sending invoices and account updates to clients, receiving, sorting, and tracking incoming payments.
- Addressing and resolving client questions and issues relating to invoices, and providing regular, accurate reports of billing data.
- Analyze financial data, prepare reports and projections.

08/2011 to 06/2015

**Billing and Collection Monitoring Assistant**

**ASIAPRO Cooperative, Pasig City**

- Keep track of Accounts Receivable by clients, and update records with new payments and clients information.
- Maintain database for tracking progress.
- Provide data and information needed for reports and other materials.

06/2010 to 07/2011

**Project Based Encoder**

**ASIAPRO Cooperative, Pasig City**

- Encodes billing of the Clients into the data system.
- Prepare, compile and sort necessary documents for data entry.
- Ensure the records and other documents are filed properly.
- Assist in other administrative tasks.