



Bernalenne Umipig Cachero

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Objective

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.

» Work Experience

RITZ FOOD PRODUCT CORPORATION (February 2017 – August 2017)

Production Operator

- Factory worker, responsible for placing an icing in each iced gem biscuit

PINK BUNNY, Makati Philippines (December 2022 – June 2022)

Sales Associate

- Assisting the customers with request in store and on the phone
- Demonstrate knowledge of products and services to customers
- Greet customers in a friendly and polite manner
- Offer suggestions and recommendations to customers as needed
- Keep the floor, shelves, and general work environment clean

KHOBRAA GYMNASTEX SPORTS SERVICES (June 2022 –

September 2024)

Admin Associate

- Performing various administration tasks and ensuring smooth office operations
- Preparing and submitting reports as required
- Engaging in Cash collecting, Verifying and submitting to office
- Provide support to clients and ensuring professional and welcoming environment
- Training and preparing new staff for administrative roles in future company locations
- Documentation and reporting: Prepare, maintain and update documents , files and records
- Handling incoming and outgoing calls, email etc.
- Coordinate with accounts and HR Department to facilitate efficient workflow
- Handling kids and staff attendance
- Well communicate and dealing with parents
- Handling other data-related tasks

» Education

Tertiary: **NATIONAL COLLEGE OF SCIENCE AND TECHNOLOGY INC.,**

Cavite, Philippines

Associate in Hotel and Restaurant Management (Undergraduate)

2013-2014

Secondary: **BULIHAN NATIONAL HIGH SCHOOL,**

Cavite, Philippines

2011-2013

SAN JOSE NATIONAL HIGH SCHOOL,

Cavite, Philippines

2009-2011

Primary: **SAN JOSE ELEMENTARY SCHOOL,**

Cavite, Philippines

2003-2009

» **Skills**

Applications

- Knowledgeable in Microsoft Office
- Internet Browsers
- Knowledgeable in Excel (Basic)

Languages

- Tagalog (Filipino)
- English

Capabilities

- Passionate, hardworking and well organized
- Highly dependable, totally trustworthy
- Able to work in team
- High level of interpersonal skills
- Responsible
- Computer literate -basic
- Can work under pressure
- Passion for continuous learning and growth
- Willing to undertake further training as required

» **Personal Data**

Nationality:	Filipino
Date of Birth:	7 th February 1997
Place of Birth:	Dubai U.A.E.
Status:	Single
Religion:	Roman Catholic

» **Key strength**

Enthusiastic without being impulsive, energetic and hardworking. Motivated self-starter that is able to work effectively independently as well as in a team. Exceptional attention to detail, analytical skills, and ability to exercise good judgment. Perform all duties and tasks without being restrained by time, has the ability to learn fast and can easily adapt to given sit

