* Cashiering

**JULIE PEARL GREGORY PARAL**

**Key skills**

•

Bookkeeping (Quickbooks)

**Summary**

pearlparal21@gmail.com

+639176578461

+639757510282

Purok 1, Mabini St., Brgy. Santo Niño,

San Pedro, Laguna

* Compilation
* Computer Literate
* Customer Service
* Detail Oriented
* Document Controlling
* Document Management
* Document Handling
* Email Handling
* Encoding
* Multitasking
* Time Management
* Teaching
* Web Research

# Education

**Bachelor of Science in Business Administration major in Marketing Management**

Korbel Foundation College, Inc.

2018-2022

**Bookkeeping NC III**

Technical Education and

Skills Development Authority

2022-2022

I am an enthusiastic person, hardworking and hungry to learn new things in my career. Also, believe that hard work and initiative always lead to a positive result. My main goal is to give my 100% effort to help your business grow and satisfy you with my quality of work.

# Open photoCareer history

**Corporate Secretary / Instructor** at ACLC Computer Learning Center

July 27, 2023 – June 30, 2024

**Key and responsibilities**

• I am responsible in monitoring of day-to-day activities, monitoring and maintenance of school, marketing plan, marketing strategy, marketing solution, recording cash flows, receiving collection, recording check payment, and responsible for teaching in some major subject of Accountancy, Business Management.

**Records Officer** at ICCT Colleges Foundation, Inc.

October 2022 – July 2023

## Key responsibilities

• I am responsible to keep the records of every student, make it organized, and compilation of documents in chronological basis so that it can easy to find when it is needed.

**Assistant Registrar** at STI College Koronadal City, Inc.

(Tacurong Branch)

March 2017 – August 2022

## Key responsibilities

• I am responsible to keep the records of every student, make it organized, and compilation of documents in chronological basis so that it can easy to find when it is needed. Establish and maintaining an active records, set for appointment for releasing of requested documents and perform another related task.

**Cashier** Café Amoree

March 2012 – August 2014

## Key responsibilities

I am responsible in accepting cash payments or cashless transaction, issuing receipts, counting and cash handling. I am also responsible for cash deposit and daily cash reports.

# References

**ROY G. DELA CRUZ, MBA, JD**

President of STI College Koronadal

+639177267356

**MINERVA IMPERIAL, Ph.d**

President of Airsamart Flight Attendant Institute of Global Career, Inc.

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**Kym Francisco**

Marketing Staff of AMA – San Pedro

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