

ANNALIZA C. PEREGRINO

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PROFESSIONAL EXPERIENCE

Concrete Rose Bookkeeping
Accounts Payable Clerk
Whitehorse, Yukon, Canada

Aug 01, 2023-up to present

Job Description: Completes payments and controls expenses by receiving.
Processing, verifying and reconciling invoices.
Reconciles processed work by verifying entries and comparing system reports to balances.
Charges expenses to accounts and cost centers by analyzing Invoice/expense reports, recording entries.
Process customer payments and apply them to customer accounts.
Reconcile customer accounts to ensure accuracy.
Resolve customer billing disputes.
Generate and send invoices to customers.
Follow up with customers regarding overdue payments.

Nisutlin Trading Post
Retail Sales Person
Teslin, Yukon, Canada

Oct 05, 2021-July 31, 2023

Job Description: Cash register. Pricing the items using price tag and stickers according to the price list. Keep the stock clean and in order.
Daily checking the expiration date of the item. Greeting and serving customers. Wrap and place merchandise in bags. Assist customers with their concerns, item returns.
Restocking shelves and cleaning counter area,
Helping to carry boxes and place the item to correct shelves on the receiving day for new delivery. Sweeping and mopping the floor and other cleaning duties.

International Grandmart

Senior Admin Staff

Dubai, UAE

July 05, 2012-Sept 16, 2021

Job Description:

Invoicing
Releasing of Cheques to suppliers
Daily Sales Posting
Handling of Purchasing Cash fund
Preparing Purchase Order
Filing and Safe keeping of Supplier's records and documents
Reconciliation of Suppliers Monthly Statement against company records
Price update, margin analysis and new item creation for store operation
Preparing of items to be included in sales and promotions
Answers telephone, fax and emails.
Assist the General Manager in all reporting requirements
Provide trainings for all staff in our new software implementation

IFS- Bombay Chowpatty

Service Crew

Doha Qatar

Oct 21, 2010-June 2012

Job Description:

Take customer's order, prepare, heat and finish simple food items.
Serve customers at counters, portion and wrap foods, packaging
Take- out food, stock refrigerators, keeps records of the quantities
of food, clean sanitize kitchen, dining surfaces
Multi- tasking, cashiering, deliver food,

ETON PROPERTIES PHILS, INC

Encoder / Secretary

Arnaiz Ave Makati City

Philippines

April 2008-Oct 18, 2010

Job Description:

File and Database Management, office management
Multi-line telephones, data entry, excellent computer skills
Sorting and Distributing of local Mails
Do reports every month
Booking of Sales.
Completed mass mailings to customers
Schedule the activities of the agents every month

**PAMPANGA II ELECTRIC
COOPERATIVE, INC.**

June 2007 – March 31, 2008

Encoder

Dau, Mabalacat, Pampanga
Philippines

Job Description: Entering alphabetic, numeric or symbolic data source documents into computer following format displayed on screen.
Making corrections to information entered, compiling, sorting and verifying accuracy of data to be entered, reviewing errors reports and providing routine office support such as making copies, answering phones
Compared data with source documents, re-entered data in verification
Format to detect errors
Quick learner with ability to work unsupervised or as part a team to achieve objectives
Read source documents such as cancelled checks, sales reports or bills, and entered data in specific data fields
Assist also the Cashier if there's an error in their database
Check the book of every customer if they already paid their bill
Check every day if the bill OR number are arranged
Self-motivated and detail oriented

MUNICIPALITY OF MABALACAT

Aug 2003-June 2007

Office Clerk

Mabalacat, Pampanga
Philippines

Job Description: Performed general duties, such as typing, sort or classify information
Devised or adapted office procedures to changing organization needs
Organized jobs by category so candidates can search
Maintain accurate and well-ordered documentation on all candidates
Filing of Documents
Do monthly reports and annual reports
Assist Applicants every day and during Job Fairs
Follow-up hired applicants to the company

Computer Skills: Knowledge in Vision Software Oracle
Microsoft AX Dynamics 2012
Gravity RP software
Type 35 words per minute with 80% accuracy.
Knowledge in Microsoft Offices

EDUCATION QUALIFICATIONS

| | | |
|---------------------|---|-----------|
| College: | Integrated Computer School Foundation | 1999-2001 |
| Course: | Associate in Computer Science Angeles City, Pampanga, Philippines | |
| High School: | Saint Charles Academy San Carlos City, Pangasinan, Philippines | |
| Elementary: | Obong Elementary School Obong, Basista, Pangasinan, Philippines | 1991-1996 |

PERSONAL DATA:

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|----------------------|-------------------|
| Date of Birth | :December 4, 1982 |
| Birthplace | :Philippines |