

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 SalesPerson
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	1991-1996
	Obong, Basista, Pangasinan, Philippines	

PERSONAL DATA:

Date of Birth :December 4, 1982
Birthplace :Philippines