



SOLIS RIZALYN R.

Work Experience

July 2020 – June 2024

Position: Billing Processor / Credit & Collection Staff

Company: VANGUARD DISTRIBUTION AND LOGISTICS

- Create Sales Invoices and Delivery Receipt on QuickBooks
- Filling and Monitor of Sales Invoices and Delivery in Excel
- Create a Credit Memo in QuickBooks
- Monitoring of overdue accounts
- Calling all clients who have an overdue / COD
- Approving of Sales order
- Assist and answer phone call inquiries

February 2011 – July 2020

Position: Parts Encoder •

Company: Handling Innovation Inc. (TOYOTA)

- Encoding of Parts requested to SAP.
- Analyze all transactions requested
- Filling and records of documents

Jan 2017 – Jan 2019

Position: Material Analyst •

Company: PROTEK Telecoms Support Inc.

- Encode on materials request by a technician on **RMIS**
- Filling of Documents encoded
- Validate the Requested material needed for installing of modem and telephone
- Replenish materials used by technicians.
- Monitoring the Warehouse Man of replenish the Materials from the PLDT Warehouse to our Warehouse
- Monitor Vehicles needed before going to the client



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LANGUAGE

- TAGALOG
- ENGLISH

July 2015 – July 2016

Position: Cashier •

Company: Creativity Lounge

- Assisting Customers Renting Personal Computers
- Printing, Xerox, cutting of pictures, business card orders by customers, and answering phone calls and inquires
- Transact of Mode Payment
- Creating a Customer Receipt

March 2013 – June 2014

Position: Beauty Consultant / Sales Lady •

Company: GIRLACTIK Beauty (Swan Dance International)

- Selling of Beauty products
- Assisting the customer
- Transact of payment
- Maintaining cleanliness of make-up brushes and utensils

July 2011 – December 2012

Position: Store Crew / Cashier •

Company: Finds Convenience Store

- Greet the customers and answer their question and their needs
- Refiling of food Racks using FIFO
- Cleaning of store utensils
- Assisting Customers with the selection of Merchandise
- Display and organize products that are sold in-store

December 2010 – April 2011

Position: Cashier •

Company: SM South mall (SUPER VALUE INC.)

- Transact of Mode Payment
- Creating a Customer Receipt using of POS
- Scan the item purchased by the customer to the POS Machine

January 2009 – January 2010

Position: Office Staff •

Company: GSC Interior Works and Services

- Assist with phone calls and fax machine by the client
- Creating a Simple Quotation for a client request
- Sending emails and answering their inquiries
- Taking care of guests and customer

Education

Premier Computer Learning Center

8145 Le Gatch Bldg., Dr. A Santos Ave. Brgy San Dioniso Paranaque City, Philippines

Course: Information Communication Technology

Vocational 2 YRS

SY: May 2008 – June 2010

Dr. Arcadio Santos National High School

(Masville Annex)

Masville Sucat Paranaque City

SY: 2001 - 2007

Masville Elementary School (MES)

Masville Sucat Paranaque City

SY: 1995 - 2000

References

Edna Mallari

Vanguard Distribution and Logistics Specialist. Inc

800 Queensway Avenue, Bo. Ibayo Sto Niño NCR, Paranaque City

Credit and Collection Supervisor

Contact no.: 09273312952

Raffy Lagamon

Workfast International Logistics Inc.

Rm 400 VIP Bldg 1140 Roxas Boulevard Ermita Manila

Contact no.: (02) 8452-9289



Applicant Signature