



JOY A. APARI

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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

Sept. 09, 2016 -
May 30, 2023

Belhasa Hospitality LLC.

STALL MARKET SALESPERSON/SALES ADMIN

- Ensure monetary transactions are documented effectively and ensuring accuracy in the post of sales system
- cash handling, sales reports, discount and knowledgeable in opening and closing procedures thru POS system
- Receive and process sale orders online via phone and email
- Checking the accuracy of orders and issuing invoices
- Maintaining sales records, and compiling monthly sales reports
- Provide clerical and organizational support to a sales team

2015 - 2016

Personal Collection Direct Selling Inc.- Philippines

SALES ADMIN/CREDIT AND COLLECTION SPECIALIST

- Ensures that cash and cheque being received are accurate according to the amount intended for payment.
- Ensures that payments being made are entered at the rightful account being paid for.
- Balances cash and cheque collection daily and keeps change fund intact at 100% all the time.
- Remits specific amount accumulated cash collections for vault safe-keeping.
- Email daily collection report every end of daily transactions with validated deposit slips.

2014 - 2015

Felcris Group of Companies- Philippines

PERSON IN CHARGE GROCERY DEPARTMENT

- Training staffs and ensuring compliance with food safety laws
- Managing orders and vendors relationships
- Administrative record keeping, maintaining staff schedules, and tracking inventory
- Displaying and organizing products in the store for the customers to locate easily

2013 - 2014

Department of Labor and Employment(DOLE)

GOVERNMENT OFFICE STAFF

- Profiling of child/laborers in every Barangays of Municipality
- Encoding of registrants in the Skill Registry System
- Assisting public school personnel/staff
- Assisting local government unit personnel and staff
- Performs other functions not highly technical in nature

2012 - 2013

Local Government Unit- Philippines

ACCOUNTING OFFICE STAFF

- Prepares Accountant's advice on local check disbursements
- Post to index cards the details of salaries and wages
- Receives and endorse documents to the Accountant
- Delivers all outgoing documents to the respective offices
- Attends to the client's needs while waiting for their appointment with the Accountant

Education

2014

Bukidnon State University-Philippines
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL
MANAGEMENT

Skills

- Customers Relationship Management Sales management • Accuracy and Customer Service Sales reporting, Invoicing and Documentation • Sales techniques • MS Office, Technical and Database

Languages

- English Tagalog

Personal Details

- Date of Birth : February 28,1994
- Nationality : Filipino