

# RACHEL O. MANIGBAS

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## Objectives

Full-time position in a company which offers a professional working environment and enabling me to grow while meeting the company's goals and to obtain a challenging position that requires highly motivated individual with a developed interpersonal skill, good sense of responsibility and pleasing attitude.

## Experience

Human Resource Assistant • July 1, 2022 – September 30, 2023  
Baybay Restaurant, OPC • Jose Panganiban, Camarines Norte

Assist with payroll management, giving memos for tardiness and collects explanation letters, filing forms and documents, and other tasks and duties that may come as additional work such as procurement staff and petty cash fund handler or what we call multi-tasking.

Fraud Analyst • January 31, 2022 – June 13, 2022  
Concentrix • Makati City, Metro Manila

To open an investigation if fraud on the account really exist and assist customers if their card is not working especially if there is a suspected fraud activity. Asking series of questions to validate the caller's identity.

Customer Service Assistant • August 23, 2021 – December 4, 2021  
Mayon Shoppers Lifestyle Corporation • Daet, Camarines Norte

Performs day-to-day counter operations such as bills payment, end-of-day activities, prepare counter, and maintain orderliness & cleanliness, assists customers' inquiries and complaints.

Branch Cashier • December 1, 2015 – May 11, 2021  
Palawan Pawnshop & Palawan Express Pera Padala • Naga, Camarines Sur

Performs daily operations such as sending and receiving payment by cash, issue receipts, money changing, jewelry appraising, offering insurance, bank transfer, and other products & services.

Statistical Researcher/Enumerator & Manual Processor • July 8, 2015 – September 12, 2015  
PHILIPPINE STATISTICS AUTHORITY • Daet, Camarines Norte

Enumerator conducts interview and gather information from the given list of households. After research, manual processor checks completeness of entries, and verifies the correctness of the accomplished questionnaires; checking for clarity and manual editing for consistency of entries.

Front-End Department Cashier • August 6, 2014 – December 31, 2014  
Super Shopping Market Inc. • Daet, Camarines Norte

Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases, resolves customer issues and answers questions.

### **Skills**

- Cash Handling
- Customer Service
- Trustworthy
- Typing and data entry
- Computer Knowledge
- Can work in a team and also be independent
- Ability to work in a fast-paced, intense environment smoothly
- Hard worker and can manage to work under pressure
- Attention to detail
- Written and Verbal Communication
- Meticulous

### **Education**

Camarines Norte State College

2010-2014 ▪ Bachelor of Science in Business Administration Major in Financial Management

Jose Panganiban National High School

2006-2010

Jose Panganiban Elementary School

2000-2006

### **References**

Maria Camille M. Panganiban-Elnar

Owner

Baybay Restaurant, OPC

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Joyce Estanislao

Department Manager

Mayon Shoppers Lifestyle Corporation

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Devie Garlan

Area Supervisor

Paragua Pawnshop & Financial Services, Inc.

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Aurea Angas

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