





# MARIA KRISTINA MACUGAY

ADMINISTRATIVE ASSISTANT

## Contact

-  Brgy Linasin, San Marcelino, Zambales, Philippines 2207
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## Personal Details

- Date of Birth :** December 9, 1994
- Birth Place :** Olongapo City
- Nationality :** Filipino
- Religion :** Catholic
- Age :** 29
- Civil Status :** Single
- Gender :** Female

## About Me

Results-driven professional with four years of experience in the financial industry. Adept at leveraging analytical skills to drive business growth and improve operational efficiency. Certified Quickbooks and Xero Proadvisor with strong analytical skills and a commitment to delivering precise, reliable financial report.

## Education

### Bachelor of Science in Business Administration Major in Management

Mondriaan Aura College  
Subic Bay Freeport Zone  
2011-2015

### San Guillermo National High School

San Marcelino Zambales  
2007-2011

### San Marcelino Elementary School

san Marcelino Zambales  
2001-2007

## Work Experience

### Administrative Assistant

*June 18,2024- Present*

Santa Cruz Solar Energy Inc.  
San Marcelino Zambales

- Responsible in Reimbursement, cash advance, liquidation and petty cash using Procurement to Payment system (p2p)
- Coordinates planning and/or scheduling of meetings and events.
- Maintaining office inventory supplies and replenishing them as needed.
- Greeting clients, answering phone calls, giving directions and solving simple routine concerns.

### Business Client Relation Associate

*February 14,2023- March 17, 2024*

PJ Lhuillier Inc. (Cebuana Lhuillier)  
San Antonio, Zambales

- Provide short term loans to customers in exchange for items such as jewelry, electronics, etc.



## CERTIFICATION

### **CERTIFIED QUICKBOOKS ONLINE PROADVISOR**

*AUGUST 10, 2024*

### **CERTIFIED XERO PROADVISOR**

*AUGUST 08, 2024*

### **BOOKKEEPING WITH XERO AND QUICKBOOKS**

*AUGUST 05- AUGUST 10,2024  
EZACC TRAINING CENTER*



## SKILLS

- QUICKBOOKS ONLINE
- XERO
- BOOKKEEPING
- CASH HANDLING
- ATTENTION TO DETAIL
- COMMUNICATION
- MICROSOFT EXCEL
- DIGITAL MARKETING
- CANVA
- TIME MANAGEMENT
- TEAMWORK
- PROBLEM SOLVING
- DECISION MAKING

- Provides timely and accurate response/s to all client queries and requests while adhering to the client service standards of the company through phone call, text messages and social media. Prepares daily reports thru email.
- Responsible ni cash handling, balancing of cash, processing of transactions, new accounts, petty cash fund, supplies, insurance and savings accounts.
- Providing clerical and administrative support to the branch.

### **Customer Retention**

*September 01,2022 to January 31,2023*

Personal Collection Direct Selling Inc.  
San Antonio Zambales

- In-charge of day to day branch operation activities and exemplary customer service, efficient payment collection and inventory management.
- Ensuring all prices and quantities are accurate. Providing receipts or invoices to the dealers. Processing orders according to agreed standards accurately.
- Doing suggest selling or promo selling to customers or dealers.
- Answering queries and other concerns from dealers.

### **Bank Teller**

*April 14, 2017 to June 30, 2020*

Zambales Rural Bank Inc  
Castillejos Zambales

- Provides account services to customers by receiving deposits and loan payments, cashing checks, issuing savings withdrawals.
- Tracking, recording, reporting, and storing information related to transaction, bank supplies, and customers, ensuring all information is accurate and complete.
- Maintaining and balancing cash drawers and reconciling discrepancies.
- Prepares basic accounting for tellers report such as balance sheet and journal entries. Following all the bank financial and security regulations and procedures.

*I hereby declare that all the details provided above are true to the best of my knowledge.*

**MARIA KRISTINA MACUGAY**

Applicant