



AILEEN GAMALI

GENERAL ADMIN

CONTACT

+639453988117

aileen.gamali93@gmail.com

Calbayog City, Samar

EDUCATION

2009-2013
Northwest Samar State University
Bachelor of Science in Hotel and
Restaurant Management

SKILLS

- Administrative expertise
- Data processing
- Financial reports
- Staff management
- Administrative support
- File maintenance
- Strategic planning

APPS AND TOOLS

- MS OFFICE
- MS TEAMS
- CANVA PRO
- LIGHTROOM
- ADOBE
- CAPCUT PRO
- HUBSPOT
- GRAMMARLY

PROFESSIONAL EXPERIENCE

A detail-oriented professional with a strong background in providing comprehensive administrative support, project coordination, and communication management. With 10 years of experience in customer service.

WORK EXPERIENCE

DYCHONGBEN INCORPORATED

2018-PRESENT

Branch head

- Operational Management
Overseeing day-to-day operations of the gas station.
Ensuring the availability of fuel and other products.
- Customer Service
Ensuring excellent customer service.
Handling customer complaints and inquiries.
Training and managing staff to provide quality service.
- Staff Management
Creating work schedules.
Conducting performance evaluations.
Addressing employee concerns and conflicts.
- Financial Management
Managing financial transactions and cash handling.
Monitoring and controlling expenses.
Implementing pricing strategies.

88'S BUILDERS

2020-PRESENT

Payroll Officer

- Payroll Processing:
Collect and verify timekeeping information.
Calculate and process employee salaries, wages, bonuses, and deductions.
Ensure accurate and timely payroll distribution.
- Technology and Systems:
Utilize payroll software to process payroll efficiently.
Stay updated on changes in payroll technology and recommend system improvements.

REFERENCES

Lizel C. Gonzaga

Auditor / Dychongben Inc.

Phone:

+639178952022

Ryan Irvin Portugaliza

88's Builders / Youxiu Corp.

Liaison

Phone:

+639177712933

SPEED VELOCITY GASOLINE STATION

Cashier

2013-2018

- Customer Service
- Transaction Processing
 - Ring up customer purchases accurately using the cash register.
 - Accept payments in the form of cash, credit cards, or other approved methods.
 - Provide accurate change and receipts to customers.
 - Ensure transactions are processed in a timely and efficient manner.
- Cash Handling:
 - Count and reconcile cash drawer at the beginning and end of the shift.
 - Follow cash handling procedures to prevent errors and discrepancies.
 - Report any cash shortages or overages to the supervisor.