

-mahinay

*Passed to Ben - 7/11/17
for Billing Role*

*7/11/17
8:30 pm*



Jacklyn M. Kaushal

Cogon Drive, Cogon Pardo Cebu City, Philippines
Contact # 09052740028
Email address: jacklynmahinay@yahoo.com

Career Objective

Secure a position with a leading organization that will lead to a long-term career relationship.

EDUCATIONAL BACKGROUND

College	: University of San Jose-Recoletos Bachelor of Science in Management Accounting June 2005- Oct. 2010
Secondary	: Medellin National Science and Technology School With Honor June 2001- April 2005
Primary	: Antipolo Elementary School Valedictorian June 1995- April 2001

*Doc's Notes:
* Endorsed to Ben
for client interview
@ 9:30 pm
* Passed; For part
Role; Starts 7/*

Work Experience

SCHOOL SPECIALTY ACC.

Customer Service Representative (CSR) *NIGHT SHIFT*
Supportsave Solutions Inc.
May 2015 – March 2016 *-10 months; amount was dissolved*

- Identify and assess customer's needs to achieve satisfaction
- Handle complaints, provide appropriate solutions and alternative within the time limits and follow up to ensure solutions
- Assist with placement of orders, refunds or replacements

Order Shipping Billing Customer Sales Representative (OSB-CSR)
Dranix Distributors Inc.
Dec. 2012- March 2014 *-rules & logistics*

- Assists with complaints, orders, errors, account questions, billing, cancelations, and other queries.
- Support group of the front liners over all logistic group from shipping to receiving
- Generate Invoices

**Accounts Payable/Receivable
Southcentral Hardware Distributors Inc.**

Nov. 2010- April 2012

career advancement

- encoding of cash & check payments from customers
- printing deposit slips
- vouchering
- cash/check disbursements
- preparing monthly sales report for BIR purposes
- conducting credit investigation through phone to verify and attain correct and accurate information of customer's financial capability and credit history

Skills

- Highly organized professional with strong analytical skills
- Accurate and Detail-Oriented person
- Self-motivated
- Can work under pressure with minimal supervision
- Highly productive in the use of MS Word, Excel and PowerPoint

Personal Background

Nickname : Jacky
Age : 29
Birth date : December 9, 1987
Citizenship : Filipino
Status : Married *an INDIAN national*

CHARACTER REFERENCES:

Sharlyne Cabahug
Admin Officer
Southcentral Hardware Distributors Inc.
412-1613

COMMUNICATION

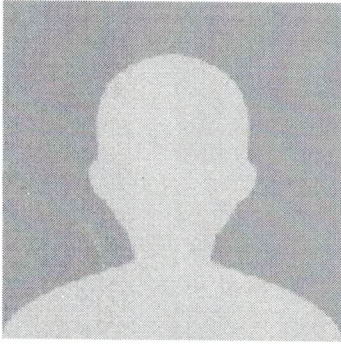
*grammar
pronunciation
delivery of thoughts / 5/10*

Arlene Sta. Ana
Inventory Planner/Buyer
Dranix Distributors Inc. (P&G Unit)
09436582154

- seems mature; understands how side of the clients w/ patience

Crystal Mae Uy
HRD-Staff
Dranix Distributors Inc. (P&G Unit)
261-9916

- Clients first



Jacklyn Kaushal

accounting staff (3 years 9 months)

Contact: 09052740028
Email: jacklynmahinay@yahoo.com
Age: 29 years old
Location: Cebu City, Cebu
Expected Salary: 16,000.00
Job Level: Experienced Employee

Work Experience

May - 2015 to March - 2016
(11 months)

Customer Service Representative

Supportsave Solutions Inc.
Monthly Salary: 16,000.00

December - 2012 to March - 2014
(1 year 4 months)

Order Shipping Billing-Customer Sales Representative

Dranix Distributors Inc.
Monthly Salary: 10,000.00

November - 2010 to April - 2012
(1 year 6 months)

Accounting Staff

Southcentral Hardware Distributors Inc.
Monthly Salary: 9,000.00

Education

October 2010

University of San Jose-Recoletos

College graduate in Bachelor of Science in Management Accounting

Skills & Languages

Strong Analytical Skills, Accurate and Detail-Oriented
person (Average)

References

Sharlyne Cabahug
Southcentral Hardware Distributors Inc.
Admin Officer
412-1613

Arlene Sta. Ana
Dranix Distributors Inc.
Inventory Planner/Buyer
09436582154

Crystal Mae Uy
Dranix Distributors Inc.
HRD-Staff
261-9916

Mynimo Resume of Jacklyn Kaushal