

RAISSA GUTIERREZ GERVACIO



Ortega, Libacao, Aklan Philippines



gervacioraisa@gmail.com



+974 77014610

OBJECTIVES

Seeking any office position that will allow me to use my experience in organizing, sorting, managing documents and being a customer-oriented personality in order to meet the standards qualification of an outstanding employee. The skills and knowledge that I possess might be able to gain a positive outcome in your company.

EXPERIENCE

- **December 2020 – January 2022**
1 year – All around Customer assistant/ cashiering/ marketing and sorting -in a delivery company (Pass fast Delivery Services).
- **August – December 2022 (SAP ONE SYSTEM)**
Invoice Clerk – One Isla Trade and Industry Inc.
 - ★ Making Orders.
 - ★ Sorting of invoices.
 - ★ Monitoring sales and inventory.
- **December 2022 - March 2024 (Sophisticated Financing and Accounting System)**
Loan Associate / Treasury – Global Dominion Financing Inc.
 - ★ Preparing Legal Loan Documents.
 - ★ Check preparation.
 - ★ Checking the authenticity of all documents and credentials of clients.
 - ★ Petty Cash Handling.
 - ★ Making all documents notarized.
 - ★ Sending and back upping documents to outlook drive.
 - ★ Scanning documents.
 - ★ Securing all documents signed and notarized.
- **March 2024- Current (SAP SYSTEM)**
LPO Assistant Buying office - Lulu Hypermarket Qatar
 - ★ Making local purchase order.
 - ★ Monitoring sales and sorting out invoices.

EDUCATION

Tertiary

Bachelor of Science in Information Technology
2018-2022
STI College Kalibo
Kalibo Aklan, Philippines

TECHNICAL SKILLS

- Microsoft Office (word, excel, PowerPoint and outlook.
- SAP System

KEY SKILLS

- Computer- proficiency (Microsoft office)
- Responsible, and committed to work.
- I can multi-task.
- With good communication skills.
- Can finish task on time.
- Can work under pressure.
- Can maintain workplace clean and orderly.
- With willingness to help and collaborate with seniors and coworkers.

LANGUAGE

- FILIPINO
- ENGLISH

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- ★ Daily Sales Exception.
 - ★ Sending Mails for items without MAP.
 - ★ Approving Sale Exception.
 - ★ Monitoring of Daily Sales.
 - ★ Sending Emails, LPOs, for listing items.
 - ★ Price Changing and Discounts.
 - ★ Price Reductions.
 - ★ Checking and activating sort listed items.
 - ★ Monitoring of stocks and sales out.
 - ★ Amending Local Purchase order.
 - ★ Generating Negative Sales GP.
 - ★ Monitoring Warehouse and shop stocks.
 - ★ Updating items storage location.

INTERNSHIP / CERTIFICATES

- Training Course SAP Basic Logistics and Financial - SAP Business One- (March 2020)
 - On Job Training @Development and Basic concept of Cloud Computing — Huawei (February-March 2022)
 - On Job Training @HCIA- Cloud Service V2.2 Huawei (March- April 2022)
 - On Job training @ Python Essentials 1 and 2- Edube (April- June2022)
 - Information Security e-learning Certification 2022
 - Anti-Money Laundering Awareness 2023
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I hereby acknowledge that the statement above is all true and correct to the best of my knowledge.

RAISSA G. GERVACIO
Applicant