

RAISSA GUTIERREZ GERVACIO



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OBJECTIVES

Seeking for any office position that will allow me to use my experience in organizing, sorting, and managing documents, my dedication is well defined 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.
 - ★ Checks preparation and printing.
 - ★ Checks encashment.
 - ★ Checking the authenticity of all documents and credentials of clients.
 - ★ Petty Cash Handling.
 - ★ Making all documents notarized.
 - ★ Office supplies quotations making.
 - ★ Sending and back upping documents to outlook drive.
 - ★ Negotiating with clients.
 - ★ Scanning documents.
 - ★ Securing all documents signed and notarized.

- **March 2024- Current (SAP SYSTEM)**

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

- Responsible, and committed to work.
- I can do multi-tasking.
- With good communication skills.
- Can finish task on time.
- Can work under pressure.
- Can maintain workplace clean and orderly.
- Willing to learn, and discover new ideas.
- With willingness to help and collaborate with seniors and coworkers.

LANGUAGE

- FILIPINO
- ENGLISH

LPO Assistant Buying office - Lulu Hypermarket Qatar

- ★ Making local purchase orders (grocery, department store items, and fresh food items.

- ★ Monitoring sales and sorting out invoices.
- ★ `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.
- ★ Making Home Delivery orders.

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