

MARICEL GARSANO DONAYRE

Bachelor of Science in Agribusiness
Career Service Professional
Libertad, Ormoc City, Leyte
Contact #: 09227840040
Email Add: iceldonayre@gmail.com
Birthdate: February 24, 1987
Sex: Female

**WORK EXPERIENCE**

Cashier/Auditor

February 2014-April 2025
Urban Resources Corporation
Umapad, Mandaue City

Responsibilities:

- Prepare and disburse cash/checks payment to customers/supplier of goods and services making sure all computations are correct and accurate.
- Prepare report of all the disbursements made at the end of the day.
- Responsible in checking station's disbursements and inventory reported.
- Completed paperwork, recognizing discrepancies and promptly addressing for resolution.
- Developed and maintained courteous and effective working relationships.
- Identified issues, analyzed information and provided solutions to problems.
- Managed time efficiently in order to complete all tasks within deadlines.
- Proven ability to learn quickly and adapt to new situations.

Audit Staff

January 2011 to July 2013
Prince Warehouse Club Inc.
North Reclamation Area, Cebu City

Responsibilities:

- Prepare comprehensive reports concerning on bad orders and damaged merchandize/properties of the company.
- Perform physical count/inventory.
- Randomly checks the operations in the selling area, receiving area, customer service department, official receipts and any other related documents.
- Monitor on cash sales and credit collection of the store (Deposit slip vs actual cash/collection).
- Prepared working papers, reports and supporting documentation for audit findings.
- Determined effectiveness of current control structures.
- Performed auditing work in accordance with rigorous auditing standards and principles.

QC/QA Inspector

January 2010 to July 2010

Phil Kenko Corp. (Plastic Division)

MEPZ 1, Lapu Lapu City, Cebu

Responsibilities:

- Inspects the quality of the final product in relation to its appearance, dimension and fitting.
- Ensure that the products to be delivered were of good quality and prepare the necessary documents needed.
- Acquired knowledge on the use of different measuring tool

Production Worker

May 2009 to October 2009

Monde Nissin Inc.

Casuntingan, Mandaue City, Cebu

Responsibilities:

- Perform packaging of goods and make sure that all were of good quality.
- Applied hand speed and eye coordination.
- Resolved issues quickly to maintain productivity goals.
- Took on additional shifts during peak work periods to keep projects on schedule.
- Organized work to meet demanding production goals.
- Followed safety procedures and guidelines to maintain safe working environments.

Cashier

November 2008 to April 2009

SM Department Store

SM City Cebu, North Reclamation Area, Cebu City

Responsibilities:

- Secures customers payment (cash/credit), issue receipts and give change (if any).
- Ensure fast and correct processing of sales transactions.
- Provide good customer service.
- Operated cash register for cash and credit card transactions with excellent accuracy levels.
- Built relationships with customers to encourage repeat business.
- Responded promptly to requests for assistance, spills and customer inquiries.
- Reconciled cash drawer at start and end of each shift, accounting for errors, and resolving discrepancies.
- Knowledge in POS machine.

Production Worker

April 2008 to July 2008

Keyrin Electronics Phils. Inc.

PEZA, Rosario, Cavite

Responsibilities:

- Arrange the hearing coil and voice coil in a left-right PCB position.

EDUCATIONAL BACKGROUND

College

Leyte State University
Visca, Baybay Leyte
2003-2007

High School

Pilar National High School
Pilar, Camotes Cebu
1999-2003

Elementary

Pilar Central School
Pilar, Camotes Cebu
1993-1999