



VANESSA JANE F. CAPALAR

CONTACT



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Brgy. Bagumbayan Hilongos, Leyte

SKILLS



ELIGIBILITY

**CIVIL SERVICE PASSER-
PROFESSIONAL LEVEL**

WORK EXPERIENCE

BRANCH CASHIER

2019 - 2020

MSS CYCLE TRADING-MOTORSTAR HILONGOS

- Reconciles cash drawer by proving cash transactions, counting and packaging currency and coins.
- Balances cash drawer by counting cash at beginning and end of work shift
- .Provides pricing information by answering questions.
- Responsible for all aspects of the cash management function of the branch, including cash processing, reconciliation, and reporting functions completed in a timely manner while in compliance with policy and regulations of the Company.
- Responsible for the submission of daily, weekly and monthly reports.
- Handling costumer concerns and complaints.

EDUCATION

BAGUMBAYAN ELEMENTARY SCHOOL

2003-2008

TOP 3

CONCEPCION NATIONAL HIGH SCHOOL

2009-2012

TOP 8

VISAYAS STATE UNIVERSITY-MAIN CAMPUS

2013-2017

GRADUATE

REFERENCES

TERESITA LINA

MOTORSTAR SALES OFFICER

Phone: 09268751741

ROBELYN GORUMBA

MOTORSTAR BRANCH MANAGER

Phone: 09751851984