

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: February 3, 2014 – April 26, 2025
 - Position: Cashier
 - Name of Office/Unit: Accounting Department
 - Immediate Supervisor: Christina Chia
 - Name of Agency/Organization and Location: Urban Resources Corporation, Mandaue City
 - Summary of Actual Duties
 - 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.
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- Duration: January 13, 2011- July 25, 2013
 - Position: Operations Audit
 - Name of Office/Unit: Audit Department
 - Immediate Supervisor: Vivian Yap
 - Name of Agency/Organization and Location: Prince Warehouse Club, Inc. NRA, Cebu City
 - Summary of Actual Duties
 - 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.

Mydianne
MARICEL DONAYRE

(Signature over Printed Name
of Employee/Applicant)

Date: 07/29/2025