

Jonnabel Marie B. Lucas

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Career Objective:

A career opportunity in which I can develop new skills and utilize existing ones in an environment that promotes professional goals, and able to contribute my knowledge and work experiences towards the success of your company and to the growth of the fast developing field.

WORK EXPERIENCE

TREASURY ASSISTANT

SM Lifestyle Entertainment, Inc.

MAAX Bldg. Coral Way cor. J. W. Diokno Blvd., Mall of Asia Complex Pasay City, Philippines

July 2015 – January 2017

Responsibilities:

- Officer-in-charge in treasury office of the branch in the absence of the officer
- Opens safe and night depository box in the morning to get the sales collected with the presence of the assigned witness from operations department
- Counts daily cash sales of cinema, snack time, bowling and ice skating
- Responsible in giving loose change fund to different cashiers and pick-up partial remittance
- Prepares official receipt for sales and payment made from the clients for theatre rentals
- Reconcile and balance funds in the vault and keeping it neat and tidy
- Submits month end report to manager and checking inventory

TICKET SELLER

SM Lifestyle Entertainment Inc.

SM Megamall Cinema Mandaluyong City, Philippines

Aug 2014 – July 2015

Responsibilities:

- Selling cinema tickets to customers
- Front liner in assisting customers and handling customer's complain
- Responsible in handling cash and remitting sales to treasury department in daily basis

CASHIER

Jollibee Foods Corporation

SM Mall of Asia Pasay City, Philippines

May 2013 – June 2014

Responsibilities:

- Greets customer and take orders
- Receives cash and card payments from customers
- Serves order and assist customer's needs with full hospitality

EDUCATIONAL BACKGROUND

- Nov 2009 – Mar 2013 Graduate of Bachelor's Degree in Business Administration - University of Baguio
Gen. Luna Rd. Baguio City, Benguet
- Jun 2004 – Mar 2008 Mangatarem National Highschool
Special Science Stream Curriculum
Pogonlomboy Mangatarem, Pangasinan
- Jun 1996 – Mar 2004 Remlife Dream School
Gutierrez St. Mangatarem, Pangasinan

PERSONAL DATA

Nationality	: Filipino
Age	: 24 y/o
Date of Birth	: April 29, 1992
Civil Status	: Single
Religion	: Roman Catholic
Language Spoken	: Fluent in English and Tagalog
Visa Status	: Visit Visa
Passport Number	: P1012820A