

Name : CHRISVIRA MAE RODRIGUEZ  
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Email : rodriguezchrisviramae@gmail.com  
Birthdate : May 20, 1991  
Status : Married



*Learned skills and knowledge from my experiences will help me. And willing to accept directions easily and invest time and effort to complete a certain responsibility. Has good moral and ethical standards and has good credentials.*

### **TRAININGS ATTENDED**

#### **\* 40 hrs BASIC POLLUTION CONTROL OFFICER TRAINING**

- Hosted F.A.S.T. Laboratories
- Title of Certification in compliance guidelines set forth by the Department of Environment and Natural Resources via ZOOM to acquire PCO Certification.

#### **\* ASEAN GMP MODULES: Production**

- Hosted Visayan Wine Factory Inc - ELFIE A. GROMIA ( Pharmacist )
- Title of certification to to obtain the GOOD MANUFACTURING PRACTICE in Production

#### **\*ASEAN GMP MODULES: Sanitation and Hygiene**

- Hosted Visayan Wine Factory Inc - ELFIE A. GROMIA ( Pharmacist )
- Title of certification to to obtain the GOOD MANUFACTURING PRACTICE in Sanitation and Hygiene

#### **\*PRODUCT KNOWLEDGE SEMINAR**

- Hosted by ESPERANZA HOMES / J. NITTON DEVELOPMENT CORPORATION
- Title of certificate obtained product knowledge in selling the developers housing

#### **\*APPRAISING TRAINING**

- Hosted by GEMMARY PAWNSHOP JEWELLERY under BLU KUARTZ INC,
- Title of certificate obtained APPRAISING SKILLS

#### **\*PERSONALITY & TEAM DEVELOPMENT WORKSHOP SERVICE EXCELENCE TRAINING BASIC CUSTOMER SERVICE SEMINAR SALON MARKETING PROGRAM FOR FRONTLINERS**

- Hosted by F SALON BODY SPA / BT FURNITURES / K1 SPA / THE RED TREE CONSULTANCY
- Title of certificate to obtain adding learning in CUSTOMER SERVICE and as a FRONTLINER

### **WORK EXPERIENCE**

#### **\*FACTORY WORKING/ ADMIN/ MANAGER / PCO**

VISAYAN WINE FACTORY INC  
03-FEB-2020 – UP TO PRESENT

TASK:

- *Managing and Production Monitoring, Daily activities and staff assignment*
- *Perform accounting and clerical functions.*
- *Facilitating BIR Tax Payments and compliance*
- *Employees SSS/PHIC/HDMF payments*
- *Master Payroll, HR works*
- *Ensure branch transactions are timely and accurately recorded from the Monthly sales report and service slip. Safeguard company assets and make sure that the company property is accounted for and intact. Ensure that all policies guidelines and procedures are properly implemented and make recommendations that can strengthen internal control*
- *Strengthen customer engagement and increase customer touch-points through the delivery services. Safekeeping of cash, keys and documents.*

### **\*EXECUTIVE ASSISTANT**

**J. NITTON DEVELOPMENT CORPORATION**

**under PRIVATE PAYROLL**

**17-APR-2017 - 31-DEC-2018**

**TASK:**

- *Assist the Managing director who holds multiple roles in KING GROUP of Companies*
- *Which includes daily schedules, implement sales and marketing programs, booking keeping, general cashier and overall supervisor for the Kings Household.*

### **\*BRANCH ACCOUNTING CLERK**

**GEMMARY PAWNSHOP JEWELLERY**

**27-JUL-2016 - 18-APR-2017**

**TASK:**

- *Ensure that the branch transactions are timely and accurately recorded from daily worksheets to the general ledger system.*
- *Perform accounting and clerical functions.*
- *Strengthen customer engagement and increase customer touch-points through the delivery of services.*
- *Filling and safekeeping of branch documents.*

### **\*SUPERVISOR /CASHIER / RECEPTIONIST**

**F SALON / K SPA / IMAGE SALON**

**01-JUN-2009 – 15-AUG-2016**

**TASK:**

- *Ensure branch transactions are timely and accurately recorded from daily sales report and service slip.*
- *Safeguard company assets and make sure that the company property is accounted and intact.*
- *Ensure that all policies guidelines and procedures are properly implemented and make recommendations that can strengthen internal control with the branch.*
- *Strengthen customer engagement and increase customer touch-points through the delivery services.*
- *Safekeeping of cash, keys and branch documents.*

## **EDUCATION**

### **CEBU INSTITUTE AND TECHNOLOGY - UNIVERSITY**

*N. BACALSO STREET CEBU CITY, PHILIPPINES*

**BACHELOR OF SCIENCE BUSINESS ADMINISTRATION**

**Major in GENERAL BUSINESS MANAGEMENT**

*GRADUATED OCT - 2017*

### **PUNTA PRINCESA NIGHT HIGH SCHOOL**

*TRES DE ABRIL STREET CEBU CITY, PHILIPPINES*

GRADUATED MAY - 2008

**PUNTA PRINCESA ELEMENTARY SCHOOL**

*TRES DE ABRIL STREET, CEBU CITY PHILIPPINES*

GRADUATED APR - 2004

**CHARACTER REFERENCES**

**JOMARIE PERATER, CPA,CTT**

CONTACT NO. +639269529247

ACCOUNTING MANAGER

CHARLTON TRADE AND ENTERPRISE

**GERTRUDE ABELLA**

CONTACT NO. +639177074080

ROOP EXTA BIR RDO 81

**JANETH BACOLOD**

CONTACT NO. +639772797523

ALL AROUND SECRETARY/ OFFICE STAFF/ BOOKEPER

VISAYAN WINE FACTORY INC