



MARY ANN B. BARNACHA

OBJECTIVE

To be in a company that will acknowledge and develop my skills and talent.

CONTACT

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EDUCATION

BS IN HOTEL AND RESTAURANT MANAGEMENT

DON HONORIO VENTURA
TECHNOLOGICAL STATE UNIVERSITY

2010-2014

SKILLS

Computer literate



Can work under pressure



Ability to work long hours without
complaining



Multi-tasking



EXPERIENCE

CABALEN RESTAURANT

SM CLARK, PAMPANGA
WAITERSS (OJT)
APRIL-JUNE 2011

- Welcoming guest
- Assist guest in their table
- Take order if guest have a special request
- Serve order
- Refill buffet

CITY HEIGHTS HOTEL

SAN FERNANDO, PAMPANGA
HOUSE KEEPING (OJT)
APRIL-JULY 2013

- Cleaning Rooms.
- Set up Bed.
- Laundry.

PAMPANGA'S BEST INC.

DELA PAZ NORTE (CSFP)
CHECKER IN DISPATCHING AREA
JUNE 2014-APRIL 2015

- Checking inbound and out bound of Loading tracks.
- Checking goods product.
- Checking quantity of orders.
- Responsible for inventory.

SHELL STATION

SAN FERNANDO, PAMPANGA
BOOKKEEPER

MAY 13,2019-JANUARY 25,2020

- Checking Cashiers Report.
- Responsible for the inventory.
- Checking all the needs and expenses of store.

GABAY ALAY CREDIT INC. (Micro Finance)

LAGUNDI, MEXICO, PAMPANGA
POSTING CLERK

JULY 27, 2020 – MARCH 10, 2022

- Update Center Collection Sheet base on New Releases and renewal and provides the AO with updated CCS daily.
- Maintain Custody of petty cash fund and gas expenses fund.
- Encode loan payment/collection transaction in to the microfinance Portfolio System.
- Prepare the Checks and Vouchers of loan releases, make upload the payroll file into the BDO CIB if loan releases are done thru buffer cards.
- Maintain custody of branch stocks of official Receipts.

CERTIFICATE

NATIONAL CERTIFICATE II IN HOUSEKEEPING

ISSUED 05,2024-MARCH 04,2029

SEMINAR ATTENDED

MANILA HOTEL
**Orientation of Housekeeping
and Bed Making**
September 03,2010

PERSONAL INFORMATION

DATE OF BIRTH: DECEMBER 29, 1992

BIRTH PLACE : FLORIDABLANCA,
PAMPANGA

CIVIL STATUS : MARRIED

HEIGHT :158cm

WEIGHT :130lbs

RELIGION : CATHOLIC

LANGUAGE : KAPAMPANGA, TAGALOG,
ENGLISH

FATHER: BUCAD JONATHAN GARCIA

MOTHER: NEPOMUCENO ALICIA GARCIA

**CHARACTER REFERENCES-TO BE PROVIDE
UPON REQUEST**

**I HEREBY CERTIFY THAT THE ABOVE
INFORMATION IS TRUE AND CORRECT TO THE
BEST OF MY KNOWLEDGE AND BELIEF.**


MARY ANN BUCAD- BARNACHA