

Ronnie James Alson

Hermilinda Homes, Brgy. Mansilingan. Bacolod City Neg.occ

Mobile Number: 09777914376

Email Address:ronmikelalson@gmail.com

Personal Data:

Age: 23yrs.old

Date of Birth : September 19,1997

Father's Name :Ronnie C. Alson

Mother's Name:Ligaya E. Alson

EDUCATIONAL BACKGROUND:

COLLEGE : ABE International College
Bachelor of Science Business Administration
School Year: 2015-2018

WORK EXPERIENCES:

Puregold Price Club Inc. (Mansilingan Branch) **Treasury Staff**
(September 18,2018 - Present)

Job Description

Responsible for the remittances of cash sales from cashiers,reimbursements and petty cash and monitors cash advance expenses and liquidation and monthly reporting of treasury matters.

Task and duties

- Sending sales report
- Updating cash out and submit all documents needed to audit
- Updating GC(Gift Certificate) and PO (Purchase Order) program
- Sorting and preparing credit cards charge slip for billing
- Preparing settlement report
- Updating HACS(House Account Charge System) summary
- Preparing deposit slip for bank pick up
- Counting of cashiers partial and final take out
- Consolidating all cashiers sales at the end of the day
- Proper Handling of Treasury revolving fund and correct amount of sales deposit to the bank
- Monitoring of CA(Cash advances) and Reimbursements.
- Preparing monthly reports.

REFERENCES:

Analyn Escotido
Treasury Supervisor
Puregold Price Club Mansilingan
Contact#: 09915296469

Jasper Dan Doriquez
Store Officer
Puregold Price Club Mansilingan
Contact#: 09178377300

Mary Jonie Bayoneta
SOM (Store Manager)
Puregold Price Club Mansilingan