

Arcilla, Karyl Mae V.

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180 Dudley Ave., Thornhill, ON, L3T 4X2

Personal Details

Date of birth: October 05, 1997

Place of birth: San Carlos City, Philippines, 2420

Gender: Female

Nationality: Filipino

Religion: Roman Catholic

Status: Single

Father's name: Wilfredo J. Arcilla

Mother's name: Percila V. Arcilla

Educational Attainment

Primary	2000-2010	Malasiqui Catholic School
Secondary	2010-2014	Malasiqui Catholic School
Tertiary (Bachelor of Science in Accountancy)	2015-2020	Saint Louis University

Experience

Commission on Audit:

- Applying Accounting procedures and settling government expenditures.
- Collecting and organizing purchase orders and receipts.
- Checking materials and stocks purchased by the government.

Experienced Sales Associate at a micro-retail store operating since 2008:

- Handles end to end sales and maintained efficient records o stock inventory count ensuring sufficient daily product replenishment.
- Served an average of 200 customers a day, answering inquiries while managing payment
- Implementing strategic upsell.

- Audited and keeping record of daily income and expenses.

Tim Horton's (Crew/Counter staff):

- Served an average of 150 customers a day, making coffee while at counter taking orders.
- Responsible for organizing and cleaning the store.
- Responsible for ensuring the food and coffee quality.

Mcdonald's (Crew/Counter staff):

- Served an average of 150 customers a day, making coffee and food while at counter taking orders.
 - Presenting while making sure of the accuracy of orders.
 - Responsible for ensuring the food and coffee quality.
 - Responsible for keeping the whole store clean.
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Skills

- Basic computer skills (MS Office)
- English skills
- Willingness to learn, explore and to be trained
- Can work under pressure.
- Problem-solving skills
- Communication skills
- Honest and work devoted.

Hobbies

- Photography, Reading, Reading books, Cooking, Learning languages, Researching, Traveling, Singing, Dancing, Café hopping