



MARVIE GAY NALUGON

I am a driven and hard-working professional, looking to use my experience and skills in presentation and analysis in order to contribute to the success of the organization.

Contact

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Email

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Address

Azucena Street, Polomolok,
South Cotabato

Education

**Bachelor of Science in
Business Administration
major in Financial
Management**

Gensantos Foundation, Inc.
2007-2011

Skills

- Organizational Skills
- Problem-Solving
- Time Management
- Attention to Detail
- Numerical and Analytical Skills
- Technical Proficiency (MS Word, Excel)

Language

- English
- Filipino

Professional Experience

2016

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2025

Sales Office Associate

Jadsons Marketing, Inc. | General Santos City

- Assist the sales team in managing schedules, preparing sales documents, and coordinating customer inquiries.
- Timely processing of orders and invoices to ensure efficient delivery of products and services.
- Coordinate with other departments like logistics and finance to ensure smooth sales operation.
- Maintain sales records, reports and update customer databases in the system and ensure accuracy of entry & reports.

2012

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2016

Internal Auditor

Dadiangas Philippine Champion, Inc. | Pioneer Avenue, General Santos City

- Conducted financial audits including sales, purchases, petty cash and logistics to ensure compliance with policies, procedures, and regulations.
- Prepare audit reports and communicate findings with management for corrective action.
- Verify documentation related to shipments, inventory records, and warehouse activities.
- Evaluate vendor and customer transactions for accuracy and compliance.

2012

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2011

Cashier

Dalton Pawnshop and Jewelry @ Ace Centerpoint | Gensan Drive Koronadal, South Cotabato

- Operated cash registers and processed transactions accurately.
- Assisted customers with their inquiries, purchases, returns and provide excellent service.
- Maintain and balance the cash register at the beginning and end of shifts.
- Maintained a clean and organized checkout area.

References

Anna Jean Soberano

Jadsons Marketing Inc. / Department Head

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