Information Systems Technology Plan for Hannah Kimmy Fashion Saver

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ABSTRACT

In today's business industry, integrating technology into store operations is crucial for meeting the growing demands for efficiency and customer expectations. Many businesses that still rely on traditional manual methods struggle with errors, delays, and disorganization. To address these challenges at Hannah Kimmy Fashion Saver, our team proposes the adoption of two systems to modernize and streamline its business processes. The implementation of the Barcode Scanning System will automate the scanning of thrift bundles, streamlining the identification process during checkout. Instead of tagging every single item, each bundle will have a unique barcode that will automatically identify and categorize the bundle, minimizing mistakes. Also, a cash register POS (point of sale) system will be introduced to replace manual transaction sales. This will result in quicker checkouts, capturing transactions with precision, enhanced cash flow management, and more. The system will not have full inventory management but will reliably handle purchase processing along with sales record management. With these systems implemented, the Thrift Store will improve checkout speed and customer service while minimizing human error.

Keywords: Barcode Scanning System, Thrift store, POS System, retail technology, business process.

INTRODUCTION

Background of the Company

Back in 2009, Francisco Caga was grappling with self-doubt, which marked the starting point of his entrepreneurial journey. He came from a family background where he had always displayed disinterest in school, leading to a variety of course changes and ultimately dropping out of pursuing formal education altogether. Convinced that he could build a better future for himself, Francisco began working in a numerous range of jobs which included manual labor at the local market. Business concepts had begun to intrigue him much more over some time. Driven by ambition, Francisco approached his mother, a small business owner, and asked for a loan to start his venture. Initially hesitant, she eventually recognized her son’s determination and agreed to support him. The early stages of his entrepreneurial journey were challenging. Several of his initial business attempts struggled to gain traction. However, through perseverance and resilience, Francisco overcome these obstacles. By 2011, his efforts began to pay off, leading to the successful establishment of a business that would continue to grow. Today, Francisco Caga is the proud founder and owner of a large-scale thrift store, officially classified as a retail enterprise. The business operates under the nature of buying and selling pre-loved and surplus items, including clothing, accessories, household goods, and more, all at affordable prices. It has expanded significantly over the years and now boasts eight thriving branches strategically located across Mindanao, including the main branch in Makilala, as well as locations in Antipas, Surigao, Malita, Padada, Sta. Cruz, General Santos City (GenSan), and Magpet. With a focus on affordability, sustainability, and community service, Francisco’s thrift store continues to make a meaningful impact in the retail sector.

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Current Routines and Business Processes

Current Routines

The thrift clothing store operates daily from 8:00 AM to 9:00 PM, offering a wide range of secondhand clothing items at affordable prices. The sales process is self-service which permits clients to move around the shop and select items they would like to purchase, putting them into a fitting room where they can try on whatever they wish without needing an assistant to help them choose. As with any other store, his employees start their day by cleaning the Store, arranging the clothing racks as well as restocking the items. All merchandise is sourced through bulk purchases from trusted suppliers specializing in used clothing. Once received, clothes are sorted, checked for quality, priced, and organized by category and size before being placed on the sales floor. Throughout the day, customers are free to explore the different sections of the store at their own pace. Staff members are present mainly to handle payments at the cashier, maintain order and cleanliness, assist with fitting room use, and manage inventory flow behind the scenes.

The store emphasizes a clean, organized, and customer-friendly shopping environment. Clothes are arranged neatly, and the space is designed to feel open and easy to navigate. With several growing branches in Mindanao, the business continues to thrive by offering customers the freedom to shop on their terms.

Table 1 shows the daily events and tasks performed by the employees of Hannah Kimmy Fashion Saver

Start Time	End Time	Task	Duration
8:00 AM	8:30 AM	Log in for the day shift, manually set up a cash box, unlock doors, sweep floors, and prepare handwritten logs.	30 MINS.
8:30 AM	10:30 NN	Inspect logbook entries, price items with handwritten tags, and arrange shelves	2 HRS.
11:00 PM	1:00 PM	Lunch break	1 HR.
1:00 PM	3:00 PM	Assist customers, calculate totals with a calculator, issue handwritten receipts, and log sales in a notebook	2 HRS.
3:00 PM	3:30 PM	Short break	30 MINS.
4:00 PM	6:00 PM	Continue sales, manually record stock movements, update price tags, rotate items, and do manual shelf checks	2 HRS.
6:00 PM	08:30 PM	Sorting, writing item descriptions by hand, finalizing inventory logs, and cleaning up display areas	2 HRS AND 30 MINS.
8:30 PM	9:00 PM	Tally daily sales by calculator, update logbooks, close cash box, secure store, and log out.	30 MINS.

Business Process

This thrift store operates from 8:00 AM to 9:00 PM and performs all tasks manually. It is overseen by a store supervisor who ensures that every operation runs smoothly and maintains cleanliness and order throughout the day. Items are priced using handwritten tags, and all transactions are processed using calculators with receipts written by hand. Physical logbooks are used to keep track of inventory, and staff members manually document any changes. Digital systems are not used in the arrangement or updating of the store layout. Regular rotation of displays visual inspection, and tally sheets are used to verify stock levels. Employees work closely together to assist customers and keep the store well-organized. Even without automated systems, the store is known for its smooth operations, fair prices, and excellent customer service.

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Problems Found

- **Lack of Technological Integration**
  - Relying on handwritten receipts, manual calculators, and logbooks.
  - Makes things slower and leads to more mistakes.
  - Compromises the accuracy and speed.
- **Inefficient Checkout Process**
  - Sales are computed manually; receipts are written by hand.
  - Results in longer checkout times for customers.
  - This leads to pricing inconsistencies, affecting customer satisfaction and trust.
- **Poor Inventory Management**
  - Stock levels are tracked via visual inspections and handwritten logbooks.
  - Time-consuming and error-prone method.
  - Increases the likelihood of stock shortages or overstocking, disrupting the supply chain.
- **High Risk of Human Error**
  - Tasks such as pricing, sales logging, and inventory updates are done manually.
  - Prone to miscalculations and missed entries.
  - Small errors can accumulate into larger operational problems over time.
- **Time-Consuming Daily Operations**
  - The staff spends excessive time updating logs, tagging products, and computing sales.
  - Reduces productivity and can cause employee fatigue and increased overtime costs.
- **Inaccurate Cash Handling**
  - No automated cash register or POS system is in place.
  - End-of-day tallies often result in discrepancies.
  - Affects financial accuracy and business reliability.
- **Manual Coding of Thrift Bundles**
  - Bundle identification relies on handwritten codes.
  - Sorting and checking dozens of thrift bundles manually is time-consuming and confusing.
  - Mistakes in written codes often lead to disputes among staff, causing delays and internal conflict.

General Objective

The researchers aim to propose an IT-based solution by implementing a Barcode Scanning System and a Point-of-Sale (POS) System to modernize the business operations of the Thrift Store, improve checkout efficiency,

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minimize human error, and streamline sales processing.

Specific Objectives

- To reduce manual errors in pricing and sales computation.
- Make checkout faster and more accurate by using barcode scanning for thrift bundles.
- Replace handwritten receipts and calculators with a proper point-of-sale system to keep better track of sales.
- Use a digital cash register to handle cash more reliably and reduce errors.
- Provide a straightforward way to track and report sales, even without a full inventory system.

Organizational Structure

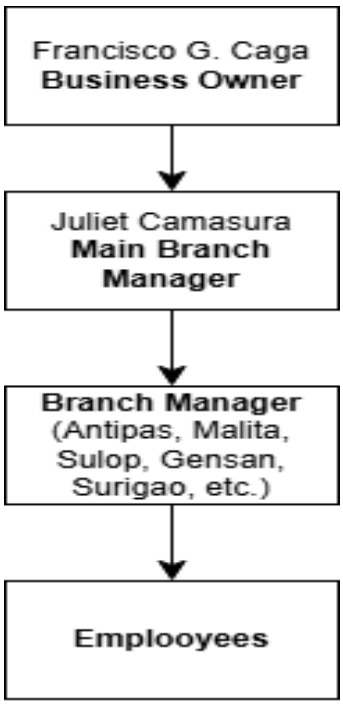

Figure 1: Organizational Structure of Hannah Kimmy Fashion Saver

Stakeholder

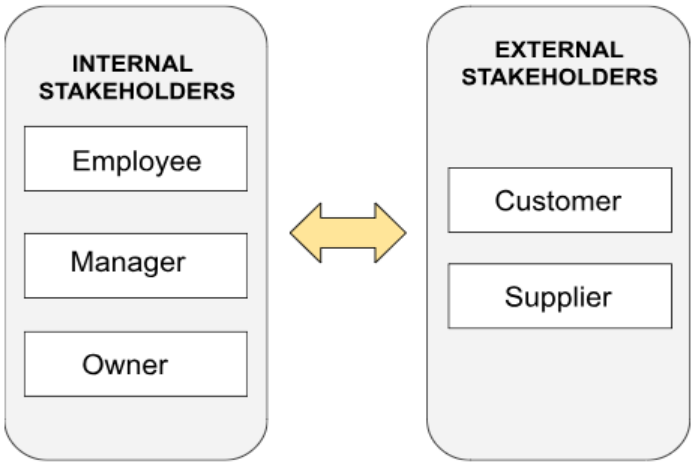

Figure 2: Hannah Kimmy Fashion Saver Stakeholder

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METHODOLOGY

This research used a qualitative case study methodology to comprehend operation inefficiencies and suggest IT-based solutions. The research used the following steps:

1. Field Observation: Researchers went to two Hannah Kimmy Fashion Saver branches to witness routine operations, staff routines, and transaction processes. Observational notes were used to look for manual bottlenecks and redundant activities.

2. System Design and Cost Analysis: Based on results, a Barcode Scanning System and POS System were developed. A feasibility study was done to analyze system affordability, implementation risk, and hardware/software needs.

3. Prototype Demonstration and Feedback: A prototype demonstration with some store employees and managers was done to test system usability and effect. Employee feedback from concise questionnaires and interviews indicated that 90% of the workers considered the POS system easier to use than traditional methods. Management estimated a 40% quicker checkout experience, while barcode scanning was commended for eliminating labeling mistakes and enhancing sorting. Overall, stakeholders were quite supportive of the recommended systems.

The triangulation of these qualitative data collection procedures provided a complete understanding of business requirements and checked the suitability of the suggested IT systems.

Proposed Information System

To make things run more smoothly and automate sales at the Big Thrift Store, the Researchers introduced a barcode scanning system and a point-of-sale (POS) system. The goal is to improve how we work with suppliers, reduce mistakes, and speed up the checkout process for both staff and customers.

Name of the System

Barcode Scanning System

The barcode system is designed to help us easily track and sort thrift bundles by using unique barcodes. Each barcode holds important details like the category, source, and price of the item, making it easier for suppliers and store staff to organize everything. This also means we can skip the old, error-prone process of manually tagging items, making the whole process faster and more accurate. Retailers have been using barcode systems for a while because they help keep inventory in check, speed up item identification, and reduce the number of people needed to get it all done. As Li and Liu (2019) found, barcodes help make inventory management easier, faster, and more reliable.

Point-of-Sale (POS) System

Instead of using traditional cash registers, the POS system automates the checkout process. This system helps speed things up, reduce mistakes during transactions, and keep everything running smoothly. This system will perform the functions of real-time inventory reduction, receipt printing, sales computation, and reporting. A POS system guarantees accuracy on daily sales figures, improves customer experience by reducing service time, and enhances managerial decision-making with automated sales and daily report generation. Research indicates that contemporary POS systems boost efficiency in tracking business and growth for small and medium businesses (Abubakar et al., 2022). For Thrift Store, the POS system will be vital in controlling fraud, enhancing service delivery speed, and improving stock management. In conjunction with barcode scanners, the POS system is an all-inclusive information system for managing inventory intake and sales.

Related Literature

The rise in the digitalization of retail activities has affected the operational and consumer relations strategies of

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second-hand clothing stores. Aulia and Adlin (2023) pointed out that consumer motivation concerning second-hand clothes is driven by concerns for the environment, distinctiveness, and low prices. Such motivators correspond with the trends of thrift shops because these stores are now incorporating technology to cope with increased demand and enhance operational efficiency.

Cardoso and Ribeiro (2016) studied how young people from Rio de Janeiro participate in the online second-hand clothing market, noting a cultural change associated with shopping for second-hand items as a means of thrift and self-expression. This shift requires sophisticated inventory and sales management systems because each piece of second-hand clothing is unique concerning design, size, and condition. One major advancement in technology for this sector is the use of barcode scanners. Ramadhani (2022) brings to the forefront how barcode systems greatly enhance inventory accuracy in retail settings. Barcode systems facilitate the monitoring of items by providing distinct marks assigned to each item, which improves inventory precision and minimizes gaps caused by manual systems. The automation of data capture enables thrift stores to process incoming items and sort them by type, size, or condition which helps improve backend workflows. Besides barcode scanning, Point of Sale (POS) systems are essential for interacting with customers and managing sales. Dewi et al. (2023) illustrate POS system advantages like aggregated sales information and faster transaction speeds. Reported that implementing a POS system in a small coffee shop enhanced the speed of sales transactions, sales data centralization, and reporting—audited sales that can easily be replicated in thrift retail stores. POS systems enable thrift stores to independently manage their sales and inventory during each transaction, resulting in better control over stock levels and funds.

The satisfaction of customers regarding POS systems remains an important consideration. Febrianti et al. (2022) note that the satisfaction of customers with POS systems differs among the different age cohorts, with younger consumers being more flexible with the adoption of digital payments. This means that thrift stores, to ensure a seamless experience for all customers, should make sure that their POS systems are designed optimally and are easy to navigate. In addition to standard POS and barcode capabilities, new retail technologies are being developed. Raza et al. (2023) developed a model that suggests smart retail equipment such as self-serve kiosks, electronic shelf labels, and customized ad campaigns should help improve customer use and interaction and add value to a business. Though more frequently seen in high-end retail, these tools may be used in larger thrift stores looking to expand. This idea was endorsed by Kumar and Yadav (2023) highlight the contribution of digital technology to customer experience and control over operations. These works verify the efficiency of IT integration within comparable retail environments. Argued that retail technologies enhance the customer's experience and build brand loyalty. Their practice-based approach showed that the adoption of modern technologies not only enhances the efficiency of processes but also adds value by establishing confidence, decreasing waiting times, and providing live information concerning the consumption of services. From an operational perspective, simulation-based modeling tools also aid in optimizing retail business processes.

Functionality

Barcode Scanning System

- It improves inventory accuracy and reduces human error in labeling.
- It helps suppliers categorize and identify thrift bundles easily.
- It accelerates the sorting and stock-checking process.
- It ensures better tracking of items for audit and inventory management.

Point-of-Sale (POS) System

- It records sales transactions accurately and in real-time.
- It automates inventory deduction upon purchase.

- It simplifies financial reporting and cash flow tracking.
- It enhances checkout speed and improves the customer service experience.

System Architecture

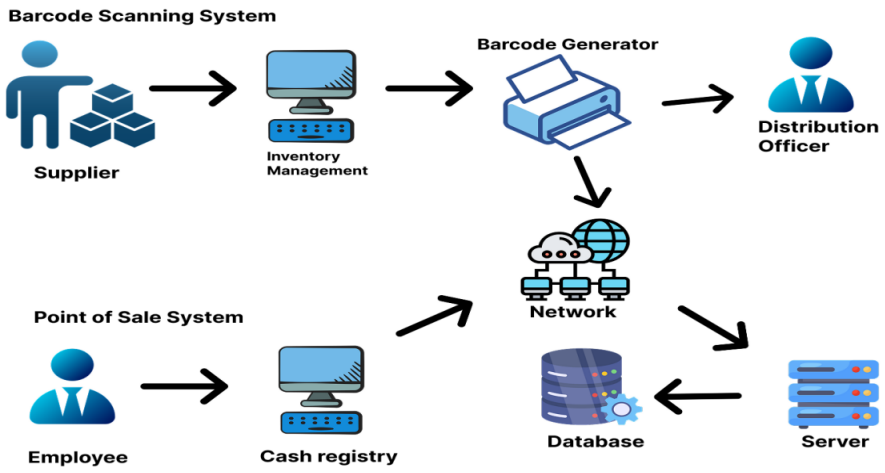

Figure 3: Hannah Kimmy Fashion Saver System Architecture

Economic Feasibility

Table 2 shows the overall estimated cost of business improvements through the proposed system.

Cost Description	Cost (PHP)	Total Cost
Operational cost	15, 000.00	
Development cost	11,000.00	
Maintenance cost	10,000.00	
		36,000.00

Proposed It Infrastructure

The researchers aim to improve the efficiency and productivity of the thrift store's operations, especially across its multiple departments such as inventory, sales, and logistics. With several branches and storage facilities located in different areas, physical separation is a key factor in determining the infrastructure needs. The goal is to ensure seamless coordination and communication across all locations.

Proposed Computer Hardware

This hardware infrastructure ensures reliable sales processing, fast barcode recognition, and reduced operational delays at the checkout counter.

Table 3. Proposed Computer Hardware for Hannah Kimmy Fashion Saver

Computer Hardware	Specifications	Qty	Unit Cost (PHP)
POS Cash Register	15.6" capacitive touchscreen, built-in 58mm receipt printer, customer display, Win10, 4GB RAM, 128GB SSD	1	₱14,500.00
Barcode Scanner	Handheld USB, 1D barcode support, 300 scans/sec, plug-and-play	1	₱1,299.00

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Standard Desktop PC	Intel Core i3, 8GB RAM, 256GB SSD, Windows 10 Professional	1	₱15,799.00
Total Computer Hardware Cost			**₱31,598.00**

Proposed Operating System Platform

The operating system is the most critical software that runs on a computer. It manages the computer's memory and processes, as well as all of its software and hardware.

Table 4 shows the overall cost of the operating system platform of Hannah Kimmy Fashion Saver

OS Platform	System Requirements	Qty	Total Cost (PHP)
Windows 10 Pro	1GHz processor, 4GB RAM, 64-bit, DirectX 9 graphics, 128GB SSD Minimum	1	₱7,499.00

Proposed Enterprise Software Application

It implements resource planning by integrating all of the processes needed to run its businesses using a system that handles sales and basic reporting.

Table 5 shows the cost of the enterprise software application of Hannah Kimmy Fashion Saver

Software Application	Specification	Qty	Total Cost (PHP)
POS Software (Lite)	Supports sales computation, receipt printing, and basic reporting	1	₱3,500.00

Proposed Data Management

It provides the structure for easy sharing of information and organizes the firm's data through familiar tools.

Table 6. Data Management for Hannah Kimmy Fashion Saver

Data Management Tool	Specification	Qty	Total Cost (PHP)
Microsoft Office 365	Word, Excel, PowerPoint, Outlook, OneDrive, Teams	1	₱4,899.00

Proposed Network and Telecommunication

To ensure seamless connectivity between POS and other devices, we propose a Local Area Network. It allows stable data sharing between systems within the store premises.

Table 7. Network and Telecommunication for Hannah Kimmy Fashion Saver

Network and Telecommunication	Specification	Qty	Total Cost
Local Area Network (LAN)	Internally wired setup for the POS to the admin PC and the printer	1	Php 6,000.00

Internet Platform

E-commerce – refers to the buying and selling of goods or services via the Internet, including the electronic transfer of data and payments to complete transactions.

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Table 8. Proposed Internet Platform for Hannah Kimmy Fashion Saver

Internet Platforms	Specification	Qty	Total Cost
E-Commerce	Enables customers to browse thrift items online, place orders, and pay digitally through GCash or online banking	1	Free

IT Manpower

An IT Support Assistant is responsible for maintaining digital tools such as the POS system and addressing basic system issues.

Table 9 shows the cost of IT Manpower of Hannah Kimmy Fashion Saver if they apply the proposed plan.

IT Manpower	Job Description	Proposed Salary	IT Manpower	Job Description
IT Support Assistant	Maintains POS, performs updates, and handles basic troubleshooting	Php 6,000.00/month	IT Support Assistant	Maintains POS, performs updates, and handles basic troubleshooting

Prototype

Figure 4: Barcode Scanning System Prototype for Hannah Kimmy Fashion Saver

Barcode Scanning System

This prototype represents the barcode scanning device used to streamline the item identification process in the thrift store. Each bundle of thrift clothing is assigned a unique barcode that can be scanned using a handheld barcode scanner. This gets rid of the need for manual price tags and makes tracking items more accurate. It cuts down on mistakes during inventory processing and helps speed up sorting and organizing when items arrive or are getting ready for display.

Figure 5: Point-of-Sale (POS) System Prototype for Hannah Kimmy Fashion Saver

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Point-of-Sale (POS) System

This prototype mimics the checkout setup for Hannah Kimmy Fashion Saver. It includes a POS machine with a touchscreen, a built-in receipt printer, and software that tracks sales in real-time. The system speeds up transactions and replaces the old manual cash handling. It boosts customer service and makes operations smoother by keeping track of sales, sending digital receipts, and providing more accurate data for sales and cash flow.

CONCLUSION AND RECOMMENDATION

Conclusion

The researchers found that Hannah Kimmy Fashion Saver could benefit from modern information systems, based on their study and the inefficiencies they observed. Right now, using handwritten receipts, manual pricing, and tallying cash slows things down and leads to more mistakes. The best way to speed up transactions, cut down on errors, and boost customer satisfaction across all locations is by setting up a barcode scanning system and a point-of-sale (POS) system.

Recommendation

The researchers recommend that Hannah Kimmy Fashion Saver move forward with the proposed IT upgrades. These suggestions aim to support the store's shift into the digital space:

- Use a barcode scanning system to make identifying bundles quicker and reduce mistakes in labeling.
- Set up a Point-of-Sale (POS) system to help automate checkouts and make sales reports more accurate.
- Improve how cash is handled to ensure better financial accountability and avoid discrepancies.
- Provide proper training for staff so they can confidently and effectively use the new systems.
- For future upgrades, consider adding a centralized inventory tracking system to connect all store branches.

These improvements won't just modernize store operations—they'll also help Hannah Kimmy Fashion Saver stay competitive and ready for future growth in today's fast-paced retail environment.

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EDUCATION

2024-Present

DAVAO DEL NORTE STATE COLLEE

- Bachelor of Science in Information System
- expected graduation - 2028

2022-2024

TAAGUM CITY COLLEGE OF SCIENCE ADND TECHNOLLOGY FOUNDATION INC.

- Electrical Installation And Maintenance(TVL TRACK)

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Basic Computer Programming

LANGUAGES

- English
- Filipino
- Bisaya

PROFILE

A highly motivated and adaptable first-year Bachelor of Science in Information Systems student with a strong foundation in practical technical skills from a TVL track in Electrical Installation and Maintenance. Eager to leverage a foundational understanding of systems and problem-solving, coupled with an interest in how technology integrates with business and organizational processes, to contribute to the field of information systems. Committed to continuous learning and developing relevant skills for a dynamic career in IT, specifically within the realm of information systems.

WORK EXPERIENCE

On-the-Job-Trainee- 2024
GC TECH

SOLAR PANEL INSTALLER

- "Assisted in the installation, maintenance, and troubleshooting of solar panel systems, ensuring adherence to safety protocols and technical specifications.,
- Applied practical knowledge of electrical systems and components in the setup and connection of solar energy equipment
- Utilized problem-solving skills to address on-site technical challenges and ensure optimal system performance.

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EDUCATION

2024 - Present
DAVAO DEL NORTE STATE COLLEGE

2017 - 2024
ANTIPAS NATIONAL HIGH SCHOOL

2012 - 2017
CARMEN CENTRAL ELEMENTARY- SPED CENTER

SKILLS

- Collaboration
- Adaptability
- Critical Thinking
- Initiative
- Self-Motivation
- Accountability
- Attention to Detail
- Decision Making
- Goal Setting

LANGUAGES

- English (Fluent)
- Tagalog (Fluent)
- Cebuano (Fluent)
- Hiligaynon (Fluent)

PROFILE

Motivated and results-oriented Information Systems student with a strong academic foundation and hands-on experience in data analytics, network administration, and software development. Skilled in identifying user needs, designing system-based solutions, and maintaining efficient IT infrastructures. Adept at using programming languages such as Java, Python, and SQL to support system functionality and enhance user experience. Known for strong problem-solving abilities, clear communication, and collaborative work ethic in both team-based and remote environments. Eager to apply technical and analytical skills in a fast-paced, innovation-driven organization. Actively seeking internship or entry-level opportunities in system development, IT support, or digital transformation projects to contribute to business goals and further professional growth.

WORK EXPERIENCE

Virtual Assistant - nonvoice 2025

- Provides non-voice administrative and operational support in a remote setup
- Manages emails, calendars, and appointment scheduling with efficiency and accuracy
- Performs data entry, file organization, and document preparation
- Conducts online research and compiles reports as needed
- Assists with social media content scheduling and basic graphic design tasks

Cashier - Family Business 2019-2022

- Handled daily cash register operations, including processing sales, issuing receipts, and managing returns
- Accurately managed cash, card, and mobile payments while ensuring proper end-of-day balancing
- Provided friendly and efficient customer service to maintain positive client relationships
- Maintained cleanliness and organization of the checkout area
- Assisted in inventory tracking, restocking, and basic store organization
- Helped prepare daily sales reports and monitored product availability
- Developed strong time management, multitasking, and interpersonal skills

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EDUCATION

2024 - Present
DAVAO DEL NORTE STATE COLLEGE

2018 - 2024
A.L NAVARRO NATIONAL HIGH SCHOOL

2012 - 2018
BUNAWAN APLAYA ELEMENTARY SCHOOL

SKILLS

- Time Management
- Atteention to Details
- Goal Setting
- Initiative
- Self-Motivation
- Accountability
- Problem-solving
- Decision Making
- Critical Thinking

LANGUAGES

- English (Fluent)
- Tagalog (Fluent)
- Cebuano (Fluent)

PROFILE

Driven and results-oriented Information Systems student with a solid academic background and hands-on experience in data analytics, network administration, and software development. Skilled in identifying user needs, developing system-based solutions, and supporting efficient IT infrastructures. Possesses know-how in designing front-end interfaces to enhance user experience and usability. Proficient in Java and capable of adapting to new tools and technologies quickly. Known for strong problem-solving skills, clear communication, and a collaborative work ethic in both team-based and remote environments. Eager to learn and grow professionally while contributing to innovative projects. Actively seeking internship or entry-level opportunities in system development, IT support, or digital transformation to support organizational goals and build practical experience.

WORK EXPERIENCE

- **Virtual Assistant - nonvoice** 2023
  - Provides non-voice administrative and operational support in a remote setup
  - Manages emails, calendars, and appointment scheduling with efficiency and accuracy
  - Performs data entry, file organization, and document preparation
  - Conducts online research and compiles reports as needed
  - Assists with social media content scheduling and basic graphic design tasks

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EDUCATION

2024 - Present
DAVAO DEL NORTE STATE COLLEGE

2017 - 2024
A.O. FLOIRENDO NATIONAL HIGH SCHOOL

2012 - 2017
TIBUNGOL ELEMENTARY SCHOOL

SKILLS

- Problem-solving
- Communication
- Remote Work Readiness
- Time Management
- Documentation
- Task Coordination

LANGUAGES

- English (Fluent)
- Tagalog (Fluent)
- Cebuano (Fluent)

PROFILE

Dedicated and detail-mindful Information Systems student with thorough expertise in system analysis, database management, and programming. Interested in providing technical and analytical capabilities in a fast-paced tech company. Looking to pursue internship or entry-level positions that utilize and enhance my skills in IS solutions and system development.

WORK EXPERIENCE

Virtual Assistant - Relentless Job Application PRESENT

- Assisted job seekers by organizing applications and maintaining job tracking sheets.
- Managed and updated spreadsheets with applicant data and job listings.
- Provided administrative support, handled client communication, and ensured timely updates.
- Demonstrated strong organizational skills in remote work settings using tools like Google Sheets, Slack, and Zoom.

Summer Job - TADECO Security Force

- Managed payroll submission and employee leave documentation.
- Processed timesheets and coordinated HR-related data.
- Ensured timely and accurate data encoding and filing for security staff.

Summer Job - TADECO Chemistry Laboratory 2024

- Handled laboratory office work including daily timesheets and filing.
- Assisted in lab activities and cleaned apparatus after use.
- Supported the department manager in preparing and organizing paperwork.

On-the-Job Trainee - DAPACOR Packaging Office 2024

- Prepared and processed invoices and delivery documents.
- Performed accurate data input and encoding using Microsoft Excel.
- Assisted in general clerical tasks and file management.

REFERENCE

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