**JOHN**

**John.150553@2freemail.com**

***Objective***

Readily adapts to changes in situations to meet up with the schedules and unexpected circumstances. Works independently with proper planning, able to juggle multiple priorities and meet tight deadlines without compromising quality. Willing to meet new challenges and take up new roles and responsibilities to satisfy the company’s goal, customer satisfaction and personal satisfaction.

***Qualifications***

* Computer literate(MS Window & MS Excel)
* Fast learner, hardworking, easy to be with, honest, organize
* Knowledgeable about business and everything that has connection to it.
* I strive for continued excellence
* I provide exceptional contribution to customer service for all customers
* Sense of Responsibility and a very hard worker.

***Educational Attainment***

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

**College of Business Administration**

**Southern Luzon State University**

**Lucban, Quezon, Philippines**

**A.Y. 2009 – 2013**

***Qualifications***

* **Complete Attendance Award**
* **Consistent Governor’s Scholar**
* **Chairman of College of Business Administration in Civic Welfare Training Service (2009-2010)**
* **Representative of Junior Financial Executive (2011-2013)**

***Proven Job Role***

**Production Assistant**

**The Act - Dubai Branch**

**Dubai – United Arab Emirates**

**September 2013 – December 2016**

* Build harmonious relationship with colleagues.
* Attending production meetings, rehearsals and trainings
* Checking artists daily attendance and monthly leave
* Typing, editing, copying and distributing production paperwork
* Organizing travel arrangements for cast, crew and production executives
* Typing and distributing schedules or call sheets
* Assisting cast members and at times running errands for them
* Dealing with accounts and expenses
* Setting up pre-recorded materials in the studio gallery
* Coordinate the extras and perform crowd control duties

**Client Associate / Receptionist**

**Banco de Oro**

**Edsa A-De Jesus Branch**

**April 2012 – May2012**

* Responsible for providing accurate, efficient and timely processing over the counter transactions
* Positively promote the company with a view to achieve full capacity utilization
* Maintain and monitor the registered list, tour list, assessment list, new joiners list, and waiting list.
* Maintains customer relationship by responding to inquiries; documenting actions.
* Prepares for customer inquiries by studying products and services.
* Assist the Director of Finance with monthly general ledger reconciliations as required.
* Prepare monthly bank reconciliations for approval of the Director of Finance.
* Assist with annual budget preparation as required.
* Process all client or miscellaneous payments daily or as required to sub-ledger.
* Maintain and distribute accurate listing of overdue accounts and suspensions in accordance with agency policies.
* Work with bank’s accountants and communicate the relevant information to bank customers to fees are paid and records up-to-date.

**Accounts Assistant / Receptionist**

**Securities and Exchange Commission**

**SEC Building, Mandaluyong City – Philippines**

**April 2010 – March 2011**

* Making accounting records by making copies, filing documents.
* Scheduling appointments, making initial presentation, understanding account requirements.
* Prepares asset, liability, and capital account entries by compiling and analyzing account information
* Assists in performing general ledger accounting functions as needed and/or assigned for the purpose of ensuring that department functions are completed in an accurate and timely manner
* Assisting with month-end, quarter-end and year-end tasks
* Handle cash transactions with customers & cash collection, maintaining records, and safeguarding, depositing of money etc
* Documents financial transactions by entering account information.
* Completes conversion mailings by coordinating requirements developing plans.
* Coordinate / transact with courier for sending documents and samples
* Obtains client information by answering telephone calls, interviewing clients, verifying information.
* Informs clients by explaining procedure, answering questions, providing information.

**Secretary / Receptionist**

**International Rice Research Institute (IRRI), Phil.**

**Los Baños, Laguna, Philippines**

**April 2010 – December 2010**

* Provide office support services in order to ensure efficiency and effectiveness of company
* Answer, screen and forward any incoming phone calls while providing basic information when needed
* Perform other clerical receptionist duties such as filing, photocopying and collating, faxing
* Receive and sort daily mail/deliveries/couriers
* Update appointment calendars and schedule meetings/appointments
* Assist in preparation of meetings, conferences and conference telephone calls
* Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
* Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories
* Performs duties that is assigned from time to time

***Seminars/ Trainings Attended***

August 24, 2012 **2012 GO NEGOSYO YOUTH ENTREPRENEURSHIP SUMMIT CARAVAN (SOUTH LUZON LEG)**

Southern Luzon State University Gymnasium

 Lucban, Quezon

August 01, 2012 **FINANCIAL EDUCATION EXPO**

 BSP ECONOMIC AND LEARNING PROGRAM

 King’s Hall, Quezon Premiere Hotel

 Lucena City

September 17, 2011 **JUNIOR FINANCIAL EXECUTIVES SEMINAR STEPS TO BUILDING A BUSINESS; A SURE ROAD TO SUCCESS**

 College of Allied Medicine

 Southern Luzon State University Auditorium

 Lucban, Quezon

February 18, 2011 **JFINEX CONVENTION 2011**

 **BUILDING A CAREER IN FINANCE: EXPLORING OPPORTUNITIES AND BUSINESS CHALLENGES**

 Grand Hall BatisAramin Resort and Hotel

 Lucban, Quezon

August 27, 2010 **1st JUNIOR FINANCIAL EXECUTIVES SEMINAR ASSESSING THE IMPORTANCE OF INVESTMENT IN THE LIVES OF FILIPINOS**

 Southern Luzon State University Gymnasium

 Lucban, Quezon

***Declaration***

I hereby declare that the above mentioned details are true and correct to the best of my knowledge belief. I assure you that I will do the best with the satisfaction of my superiors.