**Joan**

Joan.250757@2freemail.com



**OBJECTIVES:** To build a long-term career with opportunities for career growth and to enhancemy skills in a dynamic and fast paced workplace.

**WORK EXPERIENCE:**

* **PCN Promopro Inc. Area Coordinator**

**March 15, 2013 - May 26, 2015**

Assist in recruiting and select qualified promoters. Assist in orientation and trainings.

Monitor their performance and attendance. Backcheck staffs in their assigned outlet. Evaluate performance of promoters. Prepare weekly reports (photo docs, sales)

* **Healthway Medical Clinic, Inc. (Festival Mall, Alabang Branch) Cashier / Finance Assistant**

**February 2, 2010 – July 4, 2011**

Receive payments from patients for their consultation fees, laborator, diag procedure payments from physicians for their monthly rent..(cash, debit, credit cards)

Billed HMO and cash transactions.

File billed HMO’s/cash/credit card transaction to be submitted to HO. Deposit cash and checks.

Check the completeness and correctness of the patient data before billing to avoid return billing.

Balance cash,credit card transactions before end of the duty.

* **Manhattan Building management Corp.**

**Robinsons Adriatico Residences Condominium Corp. (Manila) Cashier**

**June 1, 2009 – Septemeber 2009**

Receive cash and checks payments from the Unit Owners (Assoc.dues, water and electric bills, construction bond) and issue official receipt.

Prepare daily collection report to be submitted to HO (Credit & Collection Dept.) Deposit cash and checks to the bank the following day.

Assist the unit owner complaints regarding their billing.

* **Winbank, Inc. (Karuhatan, Valenzuela City) Loans Processor**

**January 8, 2009 – May 15, 2009**

Assist clients for their inquiries.

Check the completeness of the requirements. Update clients for the status of their loan

**EDUCATIONAL BACKGROUND:**

➢ **Tertiary: Far Eastern University**

Bachelor of Science in Commerce Major in Marketing Nicanor Reyes St. Sampaloc, Manila

2002 – 2006

➢ **Secondary:** Malabon National High School

Hulong Duhat, Malabon City

1998-2002

**PERSONAL INFO:**

Age: 30 yrs. old

Nationality: Filipino

Status: Single

Height: 5’3 feet

Weight: 156 lbs.

Visa Status: Tourist

