**JANINA**

**PROFESSIONAL EXPERIENCES:**

**Secretary cum Administrative: March 2016-Present**

 Q5 Arch Engineering Consultancies

 (Dubai, UAE)

**Accounting Assistant July 01, 2013- December 2015**

*Carmel Marketing and Technology Corp.*

(Mandaluyong City, Philippines)

-Did and arranged accouting documents for the Company to be submitted in Central Bank of the Philippines.

-Deposited, withdrawal and transferred money to different Banks around Manila Philippines.

-the one who is responsible in controlling the accounts receivable, accounts payable, petty cash and additional.

**Liaison Officer /Office clerk December 01, 2011-May 16, 2013**

*Merlin Pawnshop Inc. (Tangos Baliuag, Bulacan, PHILIPPINES)*

-Acted as the bookkeeper of the company.

-Went and arrange documents/ registration in SEC (Securities and Exchange Commision), BIR (Bureau of Internal Revenue) and Central Bank of the Philippines. (branches’ business permit).

-Deposited, withdrawal and transferred money to different Banks around Baliuag, Bulacan, Philippines.

-Acted as an Office clerk, Appraiser, HR assistant and encoder of the company.

-Attended AMLA (anti-money laundering act) seminar in Central Bank of the Philippines.

-the one responsible in over all payroll.

-the one who is responsible in controlling the accounts receivable, accounts payable, petty cash and additional.

**EDUCATIONAL ATTAINTMENT:**

 **College June 2008- March 2012**

 **Bachelor of Science major in Computer Science**

St. Mark College, Baliuag, Bulacan, PH

 **Secondary**  **2001-2006**

 Montessori De Sagrada Familia, Baliuag, Bulacan, PH

 **Primary**  1996-**2001**

 Montessori De Sagrada Familia, Baliuag, Bulacan, PH

**PERSONAL INFORMATION:**

 Name: Janina Mariano Gutierrez

 Date of Birth: November 10, 1989

 Age: 27

 Citizenship: Filipino

 Sex: Female

 Height: 5’6’’

 Civil Status: Single

**CAREER OBJECTIVE:**

* To pursue a challenging and rewarding career that would develop my management and interpersonal skills, and provide a well balanced personal and performing growth.
* To help contribute success to the said workplace/company.
* Demonstrate appropriate work ethic attitudes to include punctuality, professional business communication, standards, and expectations.
* Seeking a customer service.

**QUALIFICATIONS:**

* University Degree in Computer Science
* Excellent Interpersonal and Communication Skills.
* Proficient in computer such sound knowledge on Microsoft Applications (such as Word, Exel and PowerPoint.)
* Highly motivated, flexible and quickly adjust to new surroundings.

Organized and capable of prioritizing critical work load.

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 