**JOAN**

[Joan.295687@2freemail.com](mailto:Joan.295687@2freemail.com)

Desired Job : Administration and Accounts

Objective : To obtain a position that can utilize my skills, abilities and experiences to ensure the company’s success.

**PERSONAL DETAILS:**

Date of Birth : June 24, 1981

Nationality : Filipino

Marital Status : Single

Permanent Residence : Philippines

1. **Academic Qualifications:**

***College:***

**Bachelor’s Degree in Computer Science** (2003)

Divine Word College of Calapan

Calapan City, Oriental Mindoro, Philippines

***Technical course:***

**Care - giving NC-2**(June 2007- December 2007)

Technical Education and Skills Development Authority (TESDA)

Mindoro Institute of Science and Technology

Dangay, Roxas, Oriental Mindoro, Philippines

1. **Certification**

**Development Educator**

The Credit Union Development Education Program

**Association of Asian Confederation of Credit Unions** (**ACCU**)

Bangkok, Thailand

1. **Work Experiences:**
2. **Union Life Insurance Public Company Limited**

411 U Tower Building, Srinakarin Road,

Suanluang, Bangkok 10250, Thailand

**Position:** Assistant Manager, Foreign Affairs Dep’t.

September 4, 2013 – April 31, 2016

**Duties and Responsibilities:**

* Committed to the personal, professional and career development of the company personnel.
* Type documents such as correspondence, memos, drafts, and emails.
* The channel through which the company communicate with foreign and international organization.
* Answered inbound calls and respond to client’s inquiries.
* Admin receptionist.
* Prepares meeting materials and assists with the development of PowerPoint presentations.
* Teaching English Communication and Language Arts to staff and co-workers.

1. **Instructor English Competency Course (June 2014 – December 2014)**

Union Life Insurance Public Company Limited

411 U Tower Building, Srinakarin Road, Suanluang, Bangkok 10250, Thailand

1. **Credit Union Cooperative:** Klongchan Credit Union Limited

Klongchan, Bangkapi 10240, Thailand

**Position:** Executive Secretary

April 2010 – September 3, 2013

**Duties and Responsibilities:**

* Professional Development Trainer for staff and personnel
* Admin & Clerical support including, mailing, scanning, faxing, and copying to Management.
* Assisting the CEO and the Cooperative Board of Directors.
* Prepare and modify documents including correspondence, reports, drafts, memos, and emails.
* Responsible for promoting the cooperative products and services both local and international partnerships.

1. **Saklaw Foundation Inc. (Roxas Branch, Or. Mdo, Philippines)**

**Microfinance: Livelihood Assistance Program for Women**

**Positions: Data Entry Operator / Accounting Clerk**

June 2003 – June 2006

* Handling funds payable and cash collections
* Daily enter key data of financial transactions in database
* Provide accounting and clerical support to the accounting department.
* Provide assistance and support to company personnel.

**Life Insurance Officer / Project Officer**

**July 2006 – January 2010**

* Handling clients insurance
* Handling center meetings, dealing and motivating clients, and collecting weekly payments.
* Managing and Issuing clients Loan Disbursement and Releases.

1. **Skills:**

* Microsoft Excel, Microsoft Word, PowerPoint
* Customer Service, Public Speaking
* Accounting, Insurance
* Teamwork

I do hereby swear and certify that the above information is true and correct according to my knowledge and ability.