J**OVIE**

Address: Al Karama, Dubai , UAE

 **Email Address:** **jovie.301901@2freemail.com**

**Type of Visa:** **Tourists Visa**

**Career Objective:** A life-driven & motivated professional, seeking for a role to be part of a prestigious company or a dynamic organization, and be given an opportunity to apply acquired knowledge & skills for the benefit of the company with potential for personal growth & advancement.

**P R O F E S S I O N A L E X P E R I E N C E S**

**ACCOUNTING STAFF/ADMINISTRATIVE STAFF**

Unity Marketing Corporation – Refrigeration & Air-Conditioning Equipment, Parts & Supplies

 Davao City

November 05,2015 – June 04,2016

* Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
* Posting of cash shortages and payments
* Posting & checking of daily petty cash transactions  Posting & checking of payable transactions
* Cashiering – receiving cash and checks and other supporting documents from clients
* Preparing daily cash/checks deposits

**ADMINISTRATIVE STAFF**

**JOBS88 MANPOWER CORPORATION – Unifreeze Refrigeration Sales & Services**

**Davao City**

**August 4,2014 – November 03,2015**

* Preparation of daily cash/check deposits
* Preparation of statement of accounts to affiliated companies
* Releasing of petty cash, check issuance, receiving of payments from tenants
* Coordinate messenger and courier service
* Receive, sort and distribute incoming mail
* Monitor incoming emails and answer or forward as required
* Cashiering – receiving cash and checks and other supporting documents from clients
* Prepare outgoing mail for distribution
* Fax, scan and copy documents
*  maintain office filing and storage systems
* Retrieve information when requested
* Update and maintain internal staff contact lists
* Co-ordinate and maintain staff administrative records such as staff parking, staff phones and company credit cards
* Type documents, reports and correspondence
* Organize travel arrangements for staff
* Co-ordinate and organize appointments and meetings
* Assist with event planning and implementation
* Monitor and maintain office supplies
* Ensure office equipment is properly maintained and serviced
* Perform work related errands as requested such as going to the post office and bank
* Keep office area clean and tidy

**Manual Processor**

**Philippine Statistics Authority –** Registry System for Basic Sector in Agriculture

 **Davao City**

**July 22,2013 – August 15,2013**

* Checking of the filled up forms of the field interviewers
* Transcribing of forms

**Team Supervisor**

 **Philippine Statistics Authority –** Census of Agriculture and Fisheries

**Davao City**

**February 18,2013 – April 14,2013**

* Allocating tasks to staff
* Ensuring the performance of the staff is of a high standard
* Reporting to management
* Organizing holidays and training  Discussing and resolving problems
* Carrying out performance reviews

**Field Interviewer Philippine Statistics Authority** – Registry System for Basic Sector in Agriculture

 **Davao City**

**September 24,2012 – November 15,2012**

* House to house survey
* Strictly comply and perform very well in its tasks that are in accordance to its company policies and procedures.
* Give an accurate and even complete data that is necessary to the needs of the company.
* Knowledgeable in its work area and work load in delivering the best service to the company they belong.
* Provide assistance to one’s superior by encoding the right information or data needed.
* Encode the necessary data give a complete, accurate and organized manner that is important to the needs of the company or any entity.
* Report and provide accurate data to one’s superior.
* Ensure payment for services by verifying benefits with the person's insurance provider. Identify and report problems in obtaining valid data.
* Explain survey objectives and procedures to interviewees, and interpret survey questions to help interviewees' comprehension.
* Prepare reports to provide answers in response to specific problems.
* Locate and list addresses and households.
* Report and provide accurate data to one’s superior.
* Meet with supervisor daily to submit completed assignments and discuss progress.

**Field Interviewer**

**Department of Social Welfare and Development**

**Davao City**

**December 26, 2011 – February 2012**

* Conduct a house to house survey assigned in area far from the city
* Strictly comply and perform very well in its tasks that are in accordance to its company policies and procedures.
* Give an accurate and even complete data that is necessary to the needs of the company.
* Knowledgeable in its work area and work load in delivering the best service to the company they belong.
* Provide assistance to one’s superior by encoding the right information or data needed.
* Report and provide accurate data to one’s superior.
* Ensure payment for services by verifying benefits with the person's insurance provider. Identify and report problems in obtaining valid data.
* Explain survey objectives and procedures to interviewees, and interpret survey questions to help interviewees' comprehension.
* Prepare reports to provide answers in response to specific problems.
* Locate and list addresses and households.
* Report and provide accurate data to one’s superior.
* Meet with supervisor daily to submit completed assignments and discuss progress. Evaluate family status (Livelihood & source of Income)
* Give recommendation to government if they are qualified for government assistance or not.
* Collect and analyze data, such as studying old records, tallying the number of outpatients entering each day or week, or participating in federal, state, or local population surveys as a Census Enumerator

**Data Encoder**

**Philippine Statistics Authority**

**Davao City**

**July 2009 – October 2009**

* Strictly comply and perform very well in its tasks that are in accordance to its company policies and procedures.
* Give an accurate and even complete data that is necessary to the needs of the company.
* Knowledgeable in its work area and work load in delivering the best service to the company they belong.
* Provide assistance to one’s superior by encoding the right information or data needed.
* Encode the necessary data give a complete, accurate and organized manner that is important to the needs of the company or any entity.
* Collect and analyze data, such as studying old records, tallying the number of outpatients entering each day or week, or participating in federal, state, or local population surveys as a Census Enumerator

**On The Job Training**

**Prudentialife Healthcare Inc.**

**Davao City Office**

**Clerk/Cashier**

* Issuing Official Receipts
* Sorting of Checks
* Preparing check vouchers
* Making an attachment of check, check vouchers and receipts
* Preparing a petty cash report

**S E M I N A R S A T T E N D E D**

 April 1, 2014 “Tax Update Seminar for Private Educational Institution”

 Bureau of Internal Revenue

 Grand MenSeng Hotel Anda, Magallanes Davao City

Jan. 28 – Feb.3,2014 “Life Insurance”

 Philippine Prudential Life Insurance Co. Inc.

 Villa Margarita Village, Davao City

**S K I L L S**

* High emotional maturity and Superior analytical skills
* High Level of professionalism and confidence
* Strong interpersonal skills and excellent ability to build rapport
* Strong management & organizational skills with attention to details

 Excellent written and oral communication skills

* Flexible and Goal oriented
* Has extensive and current experience in a fast-moving multi-cultural working environment/industry
* Excellent multi-tasking capability, resourceful and efficient
* Capable in meeting tight deadlines
* Excellent computer skills (MS Word, MS Excel, MS Powerpoint)

**P E R S O N A L B A C K G R O U N D**

**Citizenship:** Filipino

 **Status:**  Single

**Date of Birth:** November 5,1986

**Religion:** Christian

**Height:** 4’11”

**E D U C A T I O N A L B A C K G R O U N D**

**Tertiary Bachelor of Science in Business Administration**

 **Major in Financial Management**

 University of Mindanao

 Bolton St., Davao City, Davao del Sur

 2003 - 2009