

**JHENINA**

**JHENINA.339828@2freemail.com**

**CAREER OBJECTIVE**

Intend to build a career and acquire skills and learning towards continuous growth and advancement and to use my skill in the best possible way for achieving the institution’s goal.

**PERSONAL PROFILE**

I am a person who is flexible, quick to pick up new skills and eager to learn from others. I am accustomed to working efficiently in a team oriented and a fast paced environment, also with proven communication skills and strong attention to details.

**PROFESSIONAL COMPETENCIES**

* Excellent communication skills both in written and verbal
* MS Office Proficient

**PERSONAL COMPETENCIES**

* Knowledge Retention
* Quick Response (Fast and Efficient)
* Friendly
* Works Well Within a Team
* Calm Under Pressure

**WORK EXPERIENCE**

April 6, 2015 – April 27, 2015 On – the – Job Trainee

 Dianro Enterprises

 Blk. 7, Lot 19 Agan North Phase 3

General Santos City

Jan. 16, 2014 – Mar. 15, 2015 Office Clerk

 FEB Security & Investigative Agency

 Door 5, Lariosa Building

 General Santos City

June 7, 2015 – August 18, 2016 Office Clerk

 Dianro Enterprises

 Blk. 7, Lot 19 Agan North Phase 3

 General Santos City

**EDUCATION**

Tertiary : Holy Trinity College-General Santos City

 Daproza Ave., General Santos City

 Business Administration –

Major in Financial Management

November 2012 – October 2016

 Notre Dame of Dadiangas University

 Marist Ave., General Santos City

 Bachelor of Science in Accountancy

 June 2011 – October 2012

Secondary: Notre Dame of Kiamba

 Brgy. Poblacion, Kiamba, Sarangani

 2007 – 2011

Elementary: Kiamba Central Elementary School

 Brgy. Poblacion, Kiamba, Sarangani

 2001 – 2007

**RECOGNITIONS, TRAININGS AND SEMINARS**

October 2016 Team Building – Human Resource Mngt

 NRC2 Garden and Hotel

 General Santos City

December 2015 Seminar on “Extending your Financial Reach”

 JCFAP Regional Convention

 NDDU, General Santod City

21st of July 2014 Lecture on “Office Procedures”

 Room C-33

 Holy Trinity College-General Santos City

18th of July 2014 “Costumer Service Orientation”

Room C-33

 Holy Trinity College-General Santos City

**AFFILIATIONS**

Member Junior Financial Executive Club (JFEC)

 Holy Trinity College-General Santos City

 2012 – 2016

Member Enactus Organization

 Holy Trinity College-General Santos City

 2012 – 2016

Member Junior Philippine Institute of

Accountants (JPIA)

Holy Trinity College-General Santos City

 2012 – 2016

**PERSONAL DETAILS**

Gender Female

Age 22

Date of Birth November 1, 1994

Place of Birth Esperanza, Sultan Kudarat

Nationality Filipino

Civil Status Single

Height 5’4”

Weight 51kg