**JONALYN**

E-mail: [jonalyn.348202@2freemail.com](mailto:jonalyn.348202@2freemail.com)

**OBJECTIVES**

To be a part of an organization that offers challenge and recognition wherein I can be of service and contribute for the continuous success of the company with my acquired experience and education.

**EMPLOYMENT HISTORY AND DESCRIPTION**

**Receptionist and Secretary (November 2016 – Present)**

Sand Star General Trading LLC.

Dubai, UAE

* Welcomes visitors by greeting them, in person or on the telephone.
* Answering, screening and forwarding any incoming calls while providing basic information when needed.
* Receiving and sorting daily mails/deliveries/couriers.
* Keeping records of materials in files and computer for future reference.
* Check import/export documentation to determine cargo contents and compute the total bill.
* Determine method of shipment and prepare bills of landing, invoices, and other shipping documents.
* Directly participate in cargo loading in order to ensure completeness of load and weight.

**Administrative Assistant (May 2014 – November 2016)**

**Abdul Rahim Mohammed Awal General Trading LLC.**

**Dubai, UAE**

* Keep records of materials filed or removed, using logbooks or computers.
* Perform general office duties such as typing, operating office machines, and sorting mail.
* Track materials removed from files in order to ensure that borrowed files are returned.
* Find and retrieve information from files in response to requests from authorized users.
* Scan or read incoming materials in order to determine how and where they should be classified or filed.
* Check import/export documentation to determine cargo contents and compute the total bill.
* Determine method of shipment and prepare bills of landing, invoices, and other shipping documents.
* Directly participate in cargo loading in order to ensure completeness of load and weight.

**Online English Teacher (December 2012 – March 2013)**

**Kamehachi Corporation**

**Lingayen Pangasinan, Philippines**

* Teach English to students who speak foreign languages
* Teachers often combine basic studies with real-life interactions involving language use in different situations, such as shopping, schooling, job hunting or working with English-speaking co-workers.

**Sales Representative (March 2013 – September 2013)**

**Gadget Central**

**Dagupan City Pangasinan, Philippines**

* Sales representatives sell retail products, goods and services to customers.
* Work to find new sales leads, through business directories, client referrals.
* Promote the company sales

**Administrative Assistant (September 2013 – April 2013)**

**BHF Corporation – Service Center**

**Urdaneta City Pangasinan, Philippines**

* Keep records of materials filed or removed, using logbooks or computers.
* Perform general office duties such as typing, operating office machines, and sorting mail.
* Track materials removed from files in order to ensure that borrowed files are returned.
* Find and retrieve information from files in response to requests from authorized users.
* Scan or read incoming materials in order to determine how and where they should be classified or filed.
* Resolve administrative problems and inquiries.
* Maintain office supply inventories and equipments.

**PERSONAL DATA**

Civil Status: Single

Date of Birth: September 1, 1989

Age: 27

Height: 5’6”

Weight: 65 kgs.

Religion: Iglesia Ni Cristo

Nationality: Filipino

Visa Status: Employment Visa

**EDUCATIONAL ATTAINMENT**

**Bachelor of Science in Nursing**

University of Luzon - Philippines

April 2012

**SKILLS**

* Computer Literate(MS word, excel)
* Flexible and Willing to face challenges
* Willing to Any Course Related Work
* Very Good Communication Skills

**Character References are available if needed.**

I hereby certify that all information provided here is true and correct to the best of my knowledge.