**JANINE**

**JANINE.349068@2freemail.com**

***Objective:*** To become a vital part and pursue a long-term career in an organization that will utilize my field of specialization.

**EDUCATION**

Name of School: Gordon College

Course: BS in Accountancy

School Address: Old Hospital Road, East Tapinac, Olongapo City

Year: 2009-2013

Name of School: St. Joseph College-Olongapo, Inc.

School Address: 18th Street, East Bajac-bajac, Olongapo City

Year: 2005-2009

Honors/Awards Received: Academic Merit Awardee

Name of School: Kalumpang Elementary School

School Address: Brgy. Kalumpang, Tayabas City, Quezon

Year: 1999-2005

Honors/Awards Received: Salutatorian

**SKILLS**

* Willingness to learn
* Leadership skills
* Ability to self-managed and self-motivated
* Enjoy working with the public and in a team environment
* Can work under time pressure
* Good oral and communication skills
* Basic Computer skills (Microsoft Word, Excel, Powerpoint )

**WORK EXPERIENCE**

Name of Company: Robinsons Land Corporation

Address: 11F Robinsons Cyberscape Alpha, Garnet and Sapphire Roads, Ortigas Center, Pasig City

Position: Sr. Rental Analyst

Duration: March 3, 2014 – Present

* January 20, 2015 – Present – Sr. Rental Analyst
	+ - Prepares Flash Report Analysis for Excom ( Visayas-Mindanao Malls )
			* Month on Month Analysis
			* Same Month Last Year Analysis
			* Calendar Year to Date Analysis
		- Prepares Monthly Rental and Sales Analysis ( Visayas-Mindanao Malls )
		- Maintenance of Rent and Sales Databases ( Visayas-Mindanao Malls )
		- Other reports and requests assigned
	+ March 3, 2014 – January 19, 2015 – Jr. Sales Auditor / Jr. Lease Auditor
		- Jr. Sales Auditor
			* Audit of Parking Cashier’s Collection (Galleria Parking )
				+ Daily Cash Count
				+ Prepares an analysis of Shortages & Overages and examines the supporting documents
				+ Prepares the daily computation of Shortages & Overages of each Parking Cashier
				+ Inventory of Barcoded Cards
			* Audit of Go Hotels ( Ortigas )
				+ Monthly Audit of Cash on Hand, Change Fund, Key Cards, Linens, Luggage and Toiletry Kits
				+ Prepares Audit Report / Findings
			* Sales Monitoring & Sales Report Preparation ( RP Los Baños )
				+ Monitors the daily sending of tenants
				+ Prepares Monthly and Weekly Sales Reports
		- Jr. Lease Auditor ( Nov 2015 –Dec 2015 )
			* Tenant Audit ( Roxas )
				+ Exports tenant billing statement and summary of contract adjustment by the time of audit process
				+ Prepares Tenant Ledger

**SEMINARS AND WORKSHOP ATTENDED**

Seminar title: Effective Business Communication Program

Participation: Participant

Venue: Robinsons Cyberscape Alpha, Garnet and Sapphire Roads, Ortigas Center, Pasig City

Date: August 30-31, 2016

Seminar title: Achieving Customer Service Excellence

Participation: Participant

Venue: Robinsons Cyberscape Alpha, Garnet and Sapphire Roads, Ortigas Center, Pasig City

Date: March 30-31, 2016

Seminar title: Brand Values Workshop

Participation: Participant

Venue: Robinsons Cyberscape Alpha, Garnet and Sapphire Roads, Ortigas Center, Pasig City

Date: September 23, 2015

Seminar title: Professional Image and Demeanor Program

Participation: Participant

Venue: Robinsons Homes Springdale Training Room, Robinsons Galleria, Quezon City

Date: May 22, 2015

***I hereby declare that the above information are true and correct to the best of my knowledge.***