

**JESSA**

**JESSA.350791@2freemail.com**

**OBJECTIVE:**

* To obtain a position that will enable me to utilize my skills and ability to work, and would challenge my qualification.
* To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organization goals.
* To share my knowledge.

**SUMMARY of the QUALIFICATION:**

* A Bachelor of Science in Accounting Technology (BSact),graduated at Saint Columban College.
* Hard worker, quick learner, and ability to assume responsibility.
* Skilled at working with people with diverse backgrounds.

**Personal Details:**

Religion : Roman Catholic

Date of Birth : September 14, 1993

Nationality : Filipino

Sex : Female

Marital status : Single

Visa : Tourist Visa

**EDUCATION BACKGROUND:**

**PRIMARY:** **Pagadian City Pilot School**

San Jose District, Pagadian City

Elementary study (2005-2006)

**SECONDARY:** **Zamboanga Del Sur National high school**

Santa Maria district, Pagadian City

Secondary study (2009-2010)

**COLLEGE:** **Bachelor of Science in Accounting Technology (BSact)**

**Saint Columban College**

San Francisco District, Pagadian City

College study (2013-2014)

**EXPERIENCE**

* **Land Bank OF THE PHILIPPINES** (OJT) Sorting of Cheques,Encoding Documents compile and maintain records.

March 2014

**Work Experience’s**

* **SALSA, MEXICAN RESTAURANT** (Dubai UAE, since October 2015)

Position :Cash desk Clerk/ Hostess (1 year)

Job Description :Collect payments from the customers, give change and receipts.

controlling cash float and maintaining all records of suppliers and

 office staffs. Dealing with the suppliers for purchasing items. Take

orders from patrons for food or beverages, Write patrons' food

 orders on order slips, memorize orders, or enter orders into

computers for transmittal to kitchen. Receive reservation from the

guest or customers, and attend customer’s needs.

* **DATA ENTRY SPECIALIST (**Philippines)

Date/Years of Experience:May 10, 2014 – May 13, 2015 (1 Year)

 Job Description: Perform keyword research in coordination with client business objectives to optimize existing content and uncover new opportunities.

 Administer search engine programs (XML sitemaps, shopping feeds, webmaster tools) for purposes of diagnostic reporting on client projects.

* **ACCOUNTING ASSISTANT**(Philippines)

Date/Years of Experience: January 2013 – March 2014 (1 year)

Job Description : this job correct, process and reconcile a wide variety of accounting documents such as invoices, departmental billings, employee reimbursements, cash receipts, vendor statements, and journal vouchers; review and code financial information; compile and review information for accuracy; and maintain records.

**Eligibility:**

NCIII in BOOKKEEPING PASSED OCTOBER 2014

**SKILLS**:

* Book Keeping Passer.
* Computer literate (MS Excel, MS Word, MS Access, MS Power Point)
* Dependability/Reliability/Responsibility
* Accounting terminology and using spreadsheets and/or automated accounting systems.
* Leadership Skills
* Teamwork
* Communication Skills
* Responsibility of overseeing and managing financial records.
* Commercial awareness and interest in your chosen field.

*I hereby confirm that the above information is true and correct to the best of my knowledge, experienced and belief. Have a great day.*