

**JOANA**

**JOANA.**364490@2freemail.com

 **Work ExperienceD**

* **Accounting Staff**

Kempal Construction & Supply Corporation

Brgy. San Isidro Makati City

September 2015

* **Warehouse Department Head**

Rempil Manpower Services

2230 Tolentino St., Pasay City

February 2015 - August 2015

* **Warehouse Department Head**

First-Rate Pillar of Handiwork, Inc. (Hari Garments, Inc.)

2230 Tolentino St., Pasay City

* **Sales Staff**

First-Rate Pillar of Handiwork, Inc. (Hari Garments, Inc.)

2230 Tolentino St., Pasay City

June – August 2013

* **Accounting Staff**

Royal Star Appliance Marketing, Inc.

Km. 50 National Hi-way, Parian, Calamba City

February 2010 – February 2013

* **Inventory Staff**

Waltermart Ventures, Inc.

G/F Sunstar Mall, Sta. Cruz Laguna

June 2009 – November 2009

**Educational Attainment**

**Tertiary : Bachelor of Science in Accountancy**

Saint John Colleges

 Chipeco Ave., Calamba City

 June 2005 – March 2009

**On – the – Job Training**

* **IRRI – Employee’s Credit & Development Coop.**

 Brgy. Maahas, Los Baños, Laguna (Inside IRRI)

 April 28 – June 2, 2008

**Skills and Qualification**

* Knowledge in General Accounting
* Proficiency in MS Word, Excel, PowerPoint
* Fast Learner, Flexible, Hardworking and Well-organized
* Can work under pressure
* Fluent in English and writting

**Personal Information**

 Birth Date : December 7, 1988

Age : 26 years old

Gender : Female

Height : 5 ft.

Weight : 124 lbs.

Civil Status : Single

Nationality : Filipino

Religion : Iglesia Ni Cristo

***References upon request***