

**GEORNA**

**GEORNA.364794@2freemail.com**

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**OBJECTIVE:**

To involve in a company where there is continuous learning, enhancing and utilizing skills that benefit the growth of the individual together with the organization.

**Working Experience:**

**Impala Rent A Car LLC**

Desks Sales Assistant cum Secretary

March 2016 – Present

**Job Description**

* Answering telephone calls
* Assisting customers inquiry personally and over the phone
* Making contract and checking the incoming and outgoing cars
* Follow-up the customer’s payment
* Making statements, LPO’s and quotations to the customer
* Making and Sending report through e-mail
* Ordering office supplies to supplier
* Performing office responsibilities such as computer encoding, printing, scanning ,faxing and filing documents

**Practicum Experience**

National Tobacco Administration

Isabela, Philippines

**Job Description**

* Filing and computer encoding of transaction documents.
* Updating client’s general ledger accounts, billings, payroll and loan payments.
* Prepare cheque, update cash book receipts, deposit cash and cheque collections.
* Assists farmer inquiries.

**EDUCATION BACKGROUND:**

**TERTIARY** : Bachelor of Science in Business

 Administration, Major in Business Management

 March 2015

 Award, Best in Practicum

**SECONDARY** : Reina Mercedes Vocational and Industrial School

 Tallungan, Reina Mercedes, Isabela, Philippines

**ELEMENTARY** : Mallalatang-Villador Elementary School

 Reina Mercedes, Isabela, Philippines

**SKILL** : Excellent in Microsoft Word, Powerpoint and Excel

**TRAININGS & SEMINARS ATTENDED:**

**Cooperative Youth Summit**

F.N Dy Hall, Provincial Capitol, Alibagu, Ilagan City, Philippines October 1, 2014

**Financial Education Expo**

F.N Dy Hall, Provincial Capitol,Alibagu, Ilagan City, Philippines June 19, 2013

**12th Regional Business Expo**

Saint Paul University Philippines, Tuguegarao City, Philippines August 20, 2011

**STUDENT AFFILIATION:**

Vice President- Student Body Organization, Business Administration Department

Active Member, Business Management Association of the Philippines (BMAP)

**PERSONAL DETAILS:**

Age : 21 years old

Date of Birth : August 2, 1995

Place of Birth : Reina Mercedes, Isabela, Philippines

Nationality : Filipino

Civil Status : Single

Visa Status : Employment Visa

Language : English, Tagalog

**Character Reference:**

Available upon request

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