**** JOANN

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| **CAREER OBJECTIVE** |

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| * To be able to work in a highly competitive, where I can enhance the skills that I have acquired and at the same time broaden my knowledge in providing customer service
* To be part of an institution where I could become an asset by exercising professionalism in doing my job and by being oriented. In turn, I should be given room for growth, learning and opportunities for advancement.

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|  **QUALIFICATIONS** |  |

* Possesses good interpersonal and communication skills and manages multi-tasking effectively.
* Adaptable to any working environment to enhance self-competence and confidence on assigned job
* Has zest for learning, high stress tolerance and willing to be trained.
* Open to constructive criticisms, Team player, flexible, fast learner and alert.
* Excellent written and communication skills.
* Willing to work on extensive hours and night shifts
* Good listening and responding skills
* Possess a drive to achieve as well as insight into self and others.
* Ability to learn fast, flexible in a fast changing environment and proficient attention to detail.

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| **TECHNICAL SKILLS** |

* Computer Literate
* Operate Fax Machine
* Knowledge in Driving a Car
* Fluency write and speak in English
* Accounts and Marketing
* Logistic
* Training Amadeus Basic Functionally Course

**EMPLOYMENT RECORDS****Administrative Assistant / Receptionist****Saif Qatar Machinery Trading 21 July 2015- 28 May 2016****Doha, Qatar** Job Description• Preparing Quotations for Machines, Spare Parts and Service and Maintenance.• Answering Phone and Coordinate Buyer’s concerned and customer’s needs.• Tracking of Shipment and booking of cargo and documents.• Installation Report of machines and Warranty Letter of machines• Printing the Specs and Pictures of machines • Photocopy and Filing, Journal Entry, Payment Voucher, Pay slip.**Sales/Administrative Assistant** **EMPERADOR DISTILLERS, INC. 01 March 2010 to 30 June 2015****Quezon City, Philippines** Job Description• Responsible for Encoding and Retrieving P.O. and Sales Order.• Handling accounts for retails and supermarket • Printing Report for Remittance Advice and Return to the Vendor, Credit Status Report per Customer Account. Monthly Customer Sales Report per Year and Month, and Combined Stock Available• Faxing of P.O. for the accounts handled• Answering Phone and Coordinate Buyer’s concerned. • Photocopy and Filing of P.O and Sales Order**Assistant Analyst** **MC KENZIE DISTRIBUTION COMPANY INC. 15 October 2007 to 03 July 2008****Credit and Billing Department, Philippines**Job Description• OR Encoding Filing, • Printing of Remittance advice.• Close monitoring of Accounts overdue invoice.Encoder (B.O.) Bad Orders• Retrieving / filing of Invoices.• Sorting Documents.• Encode of Bad Orders ( Cadbury, Nivea, U care, Adams and Ovaltine)Executive Encoder of Nivea• Responsible in Sales Order for Local Accounts and National Accounts.• Answering phone. **Receptionist/ Cashier****CM STAR CORPORATION, DIRECT SELLING COMPANY September 2005- March 2006** **Cubao, Quezon City, Philippines**Job Description• Assist all customer need.• Handle Telephone Calls• Greet and meet all guests coming to the office in a polite manner• Assist other staff in daily operation as needed.**Office Clerk****COLLEGE ASSURANCE PLAN (CAP) November 2003- December 2004****Makati City, Philippines** Job Description• Encode all the application form of the client.• Filing all the documents.**EDUCATIONAL BACKGROUND****Tertiary:** **BSC Major Banking and Finance** Far Eastern University 2003**Secondary:** La Immaculada Concepcion School 1999 **Elementary:** Manggahan Elementary School 1995**REFERENCES**Available Upon Request |  |  |
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