**** 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.  |  |  | | --- | --- | | **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.  |  | | --- | | **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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