**JANINE**

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Email: Janine.368847@2freemail.com

**EMPLOYMENT HISTORY**

**POWERHAUS INDUSTRIAL SALES AND SERVICES, INC. -** Philippines

 *Admin and Accounting Staff, February 2013 – February 2017*

* *Scheduled and coordinated travel arrangements and appointments for managers and supervisors*
* *In charged of Confidential Records of the Company*
* *Prepared biodatas, medical certificates, other needed requirements and daily payroll for project based employees*
* *Records Daily Expenses*
* *Prepared Monthly Payroll*
* *Prepared Petty Cash and Reconcilliation*
* *Maintained the list of incoming and outgoing calls*
* *Responsible for filling monthly government taxes of the company and other reports*
* *Compiled the list of monthly expenses to be submitted to the finance department*
* *Troubleshoots Internet and Computers*

**EDUCATION**

**LIPA CITY COLLEGES** – Lipa City, Batangas

*Associates Degree in Hospitality Management, 2008 – 2009*

**LIPA CITY COLLEGES** – Lipa City, Batangas

*Bachelor of Science in Nursing, 2007 – 2008*

**PINAGKAWITAN NATIONAL HIGH SCHOOL**

*High School, 2004 – 2007*

**TRAININGS AND CERTIFICATES**

* **TRAINING FOR LESS** -The Heritage Manila

*Seminar in Business Writing for Excellent Results, July 9, 2015*

* **VIVERE HOTEL** – Philippines

*Hotel Operations Seminar, October 2, 2008*

* **NEGROS NAVIGATION** – Philippines

*Actual Shipboard Familiarization, October 2, 2008*

**SKILLS SUMMARY**

* Proficient in English and Filipino
* Skilled in Computer and Internet Troubleshooting, Microsoft Office, Adobe Acrobat
* Expert in Email and Internet Research
* Excelent writing and communication skills
* Ability to solve problems under pressure
* Proficient in Administrative Fuctions
* Skills in Accounting
* Knowledgable in Customer Service