**Jeselie**

Email Add: [jeselie.382145@2freemail.com](mailto:jeselie.382145@2freemail.com)

**Availability:** I can start for work as soon as possible

**WORK EXPERINCE**

1. Position : Secretary

Duration : January 2010 – April 14, 2018

Company : Royal JD Mfg. & Const. Corp.

Company Industry: Manufacturing / Construction

Location : Taytay, Rizal

Country : Philippines

Department: Admin. Executive

Job Description :

* Check and answer every day telephone calls and emails.
* Make appointment and schedule for their meetings, flights, hotel accommodations and check-ups.
* Checked, encoded and monitored daily deliveries.
* Do delivery receipt, sales invoices, officials receipt.
* Do weekly salary of the company.
* Checked, encoded, and make complete list of supplies and purchases for office and shop.
* Make monthly filled and payments for Government agencies (for example: BIR, SSS, Philhealth and Pag-ibig Fund), Credit cards, and Bills (Electric, Water, Telephone, Mobile and Purchases)
* Recorded and encoded the cash flow, withdrawals, petty cash fund, and statement of account, collection and checks of company.
* Filled all legal and documents of the office.
* Receive and collect billing statement for clients.

1. Position : Office Staff

Duration : April 2007 – January 2010

Company: Municipality ofAngono Rizal

Company Industry: Government

Location : Angono, Rizal

Country : Philippines

Department: Municipal Legal Office

Job Description :

* Recorded and asked the client information.
* Guided in what government or office after legal office.
* Filled records, making request and completed list office supplies in computer.
* Delivered the memorandum for the meetings.
* Companion of the client if they needed.

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| **EDUCATION** | | |
|  | **Highest Education** | **Second Highest Education** |
| Education Level: | College Level (Undergraduate) | Vocational Diploma / Short Course Certificate |
| Education Field: | Computer Science/Information technology | Others |
| Course: | Associate Computer Science | Caregiver |
| School/University: | Asian College Of Science And Technology | AMA Computer College |
| Location: | Cubao Quezon City | PASIG CITY |
| Date: | Jun 1996 - Mar 1999 | Aug 2005 - Jan 2006 |

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| **SKILLS** | | | |
|  | **Skill** |  |  |
| 1 | MS OFFICE |  |  |
| 2 | Operate fax & xerox machine Scanner |  |  |

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| **LANGUAGES SPOKEN** | | | | |
|  | **Language** |  | |  |
| 1. | English |  | |  |
| **PERSONAL DATA** | | | | |
| Age: | | | 38 | |
| Date of Birth: | | | Jun 20, 1979 | |
| Gender: | | | Female | |
| Civil Status: | | | Single | |
| Height: | | | 152.44 cm | |
| Weight: | | | 54.55 kg | |
| Nationality: | | | Filipino | |
| Religion: | | | Catholic | |