**CURRICULUM VITAE**

**JONA**

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**Objective**

**To work for a progressive organization in a highly motivating and challenging environment that provides the best opportunities to grow and utilize my potential to the fullest to achieve the organization’s goal while achieving my personal goals.**

**Strengths:**

***Key skills and Competencies:***

* **Ability to multitask and prioritize,Rapid adaptability to new problem-solving**
* **Good verbal and written communication skills**
* **Computer Literate – Microsoft Word, Microsoft PPT and Excel**
* **Customer service orientated**
* **Time-efficient, systematic working methodology**

**Professional Experience:**

**Present Experience**

**Position held : Receptionist/Billing Assistant FINANCE & ADMIN**

**Firm : M/S MohsinHaiderDarwish International LLC**

**Period : From January 2016 to till date**

**Nature of business : Automotive import & export of Tyres & Battery & retail.**

**Job profile:**

* **Prepare customers’ bills and mail to customers.**
* **Review invoices to identify aby errors before invoice delivery.**
* **Compile and maintain documents and records of all billings.**
* **Process and monitor bills related credit memos.**
* **Initiate and establish new procedures in billing tasks.**
* **Prepare daily report of all billings & Handling Cash &Cheque.**
* **Receiving incoming and outgoing mails.**

**Position held :Receptionist& Cashier**

**Firm : M/S Radiant Car Workshop LLC Dubai**

**Period : From October 2013 to till date**

**Nature of business : Repairing electrical, mechanical all type of German, Japan, Korean and American vehicles and computerized diagnosis system of all electrical problems.**

**Job profile:**

* **To greet customers in a friendly and professional manner and to assist them in their enquiries**
* **Attending telephone calls, querying the customer's requirements.**
* **Clerical works, Files paperwork in file cabinets.**
* **Cashier & Assistant Accountant**
* **Handling the cash transactions**
* **Cash, bank payments, journal voucher preparation**
* **Follow up the outstanding accounts with clients.**
* **Co-ordinates with suppliers & subordinate for daily work activities.**
* **Handling all the important documents such as sales register, purchase register, cash book, bank book, preparing accounts receivable & accounts payable.**
* **Dealing with sales & marketing of auto spare parts.**
* **Looking after sales & purchases**

**Previous work Experiences**

**Position held : 0fficer in Charge**

**Firm : Bizaare Superior Clothing Corporation, Philippines**

**Period : From November 1, 2009 – April17, 2011**

**Nature of business : Textiles & Clothing**

**Achievements:**

* **Created a detailed database of products.**
* **Gained knowledge of customer complains in a professional manner.**

**Job profile:**

* **Handling cash transactions**
* **Making daily, weekly and monthly report.**
* **Maintain cleanliness at the store and assigning the sales staff of their daily tasks.**
* **Updating the sales team for the daily target.**

**Educational Qualifications:**

**Graduated as an Associate Office Administration under University of Philippines.**

**TERTIARY -2007 – 2008 : ASSOCIATE IN OFFICE ADMINISTRATION HOLY ANGEL UNIVERSITY. Angeles City, Pampanga.**

**Personal Profile:**

**Date of Birth : September 13, 1988**

**Sex : Female**

**Marital Status : Single**

**Languages Known : English, Tagalog**

**Nationality : Filipino**