**CURRICULUM VITAE**

**Mary Jane**

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Visa: Visit Visa

**SKILLS:**

Computer Literate – Familiarity with Microsoft Word, PowerPoint and Excel.

**CAREER OBJECTIVE:**

Seeking for position in the line with my educational background or other position available which also provide me the opportunity for growth and advancement.

**WORK EXPERIENCE:**

***Secretary cum Accounts Assistant***

**October 2, 2017 – June 30, 2018**

**EdJoy Hauling Services**

* Answering phone calls and redirect them when necessary
* Managing the daily/weekly/monthly reports
* Preparing and disseminating correspondence, memos and forms.
* Renewal of Tax permit
* Monthly submission of all expense receipts of truck to income tax return
* Arranging official invoice to customers
* Daily updating of Income and Expense ledger
* Record cash receipts and make bank deposit

***Sales and Marketing Assistant***

**January- September 2017**

**Sumisho Motor Finance Corp.**

* Meeting Sales Goals through Product knowledge, Client Relationship excellent Customer Service.
* Monitor Competition by gathering current marketplace information on Pricing, Product and new Product.
* Keeps management updated of salesthru Emails or Daily phone calls.
* Maintaining technical knowledge by attending Weekly meeting with marketing officer
* meeting and greeting clients
* Answering calls, taking messages
* Creates a plan for gaining customers and then retaining them based on warranties or guarantees

**Production Operator**

**March 2014-May 2015**

**Emerton Global Inc.**

* Set up machinery and ensure all materials are readily available.
* Perform appropriate duties as assigned by management.
* Maintain a safe and clean work space.
* Follow established safety rules and regulations.

**Internship**

**April- May 2012**

**Nidel Management Inc.**

* Encoding Sales Report
* Filing Documents
* Acting as a receptionist and/or meeting and greeting clients
* Answering calls, taking messages

**EDUCATIONAL ATTAINMENT:**

YEAR SCHOOL/ADDRESS COURSE

2009-2013 Mary the Queen College Inc. Bachelor of Science

/San Matias Guagua, Pampanga in Business administration Major in Marketing Mgt.

**PERSONAL INFORMATION:**

I am a Filipino and 5’6 in height.