**JANINA**

***Email Address:*** **janina-397497@gulfjobseeker.com**

To experience in managing the integrated support in handling products, to be able to meet the customer’s demands and to identify the operational requirements in creating and implementing an effective movement in storage related to good services in the company.

 With a strong ability to prioritize time-sensitive task that can gain my skill in collaborating with a management to determine needs. The aptitude to learn to handle the office and administrative work properly.

**EDUCATIONAL BACKGROUND**

* 2012 **-** 2017

Technological Institute of the Philippines Aurora Blvd. Quezon City,Phlippines

 BSBA Logistics and Supply Chain Management

* 2007 – 2012

 Far Eastern Pvt. School Sharjah,UAE

Highschool

 **WORK EXPERIENCES / SEMINAR AND TRAINING**

* January 30, 2017 – April 26, 2017

Philippine Veteran Affairs Office Camp Gen.Emilio Aguinaldo, QC

Job Description

* To encode the List of Property Acknowledgement of Equipment which handling equipment by

 General Services Management Division in PVAO for the supply and procurement.

* September 9, 2018 - June 18, 2019

Job Description

* To perform basic office tasks, such as filling, data entry, answering phones, processing the email by

Finance Dept. in Gulf Dynamic Switchgear Co. Ltd.

* September 14,2018 – September 26, 2018 Site Power , Sharjah

Filipino Institute

Description

* Taken a Certification Course in Microsoft Basic Excel to gain more knowledge.

 **SKILLS AND ABILITIES**

* Computer Literacy (Microsoft Office)
* Interpersonal Skills
* Social and Ethical Responsibility
* Productivity
* Basic Knowledge in SAP ( Systems, Applications and Products in Data Processing)

**PERSONAL INFORMATON**

 Birthdate: January 15, 1995

 Gender: Female

 Nationality: Filipino

 Marital Status: Single