

# Jonalyn Del Monte Zausa

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► Doha Qatar



## BS Communication and Electronic Engineer

**Head of Document Controller** with a proven track record of managing and organizing critical business documents. Seeking a more advance role where I can contribute my expertise to enhance efficiency and guarantee adherence in a fast-paced work setting

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### CAREER OBJECTIVE:

To affiliate with a progressive organization in which my educational background, extensive experience and training can be contributory to successful operations as well as personally challenging and financially rewarding.

### WORK EXPERIENCE:

**Head of Document Controller (Accounts)  
Present**

**DOHA TECHNICAL LABORATORY**

#### Job Responsibilities:

- Generating cost proposals for invoicing while ensuring that various testing fees are accurate.
- Oversees department operations and provides new document controllers onboarding training.
- Manage transactions, filing, document management, and record-keeping.
- Maintain digital backups of all incoming and outgoing documents.
- Assists the department carry out extra accounting responsibilities while a colleague is away on leave or towards the end of every month.

**Administrative Assistant  
to 2019**

**SINGAREA ENTERPRISES FZE, UAE 2015**

#### Job Responsibilities:

- Attract new clients.
- Oversee growth projects.
- Research new market opportunities.
- Oversee Shipping Schedules.
- Manage Purchase Order
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Creating, maintaining, and entering information into databases.

**Job Responsibilities:**

- Communicate effectively with sales managers and their clients to maintain existing relationships while helping to create and build new client relationships
- Providing sales and administrative support through various office duties such as answering the phone, making calls to vendors, managing calendars, scheduling site visits, etc.
- Supporting the sales team in attaining sales targets
- Maintain Purchase Records.
- Oversee Shipping Schedules.
- Manage Purchase Order.
- Maintain Inventory of the Product.
- Input new sales inquiries into the company's database and update program files in the database as needed.
- Maintaining an efficient work environment while contributing to the overall success of the organization
- Assisting in the implementation of sales strategy as prepared by the Sales event manager
- In addition to these typical duties, may perform other duties as assigned and required.

**EDUCATIONAL QUALIFICATION:**

- Bachelor of Science in Electronic & Communication  
University of the East  
Manila, Philippines
- Secretarial and Office Management, Filipino Institute, Dubai UAE
- Human Resource Management, Saylor.Org Academy, NY (online)
- Introduction to Supply Chain Management, Saylor.Org Academy, NY (online)

**SKILLS & QUALIFICATIONS**

- Data Organization Skills
- Team Player
- Excellent communication skills
- Attention to details
- Proficiency in project management systems
- Ability to multitask
- Data Entry
- Time management

**TRAINING**

- Online Training attended offered by The International Association for Chemical Safety entitled as follows:
- Personal Protective Equipment Awareness Course with Certificate No. 18976481
- Slip, Trips and Falls Awareness Course with Certificate No. 18978442
- The Task Assessment Software Certification with Certificate No. 19034202

**PERSONAL QUALITIES**

- Good interpersonal coupled with excellent verbal and written communication skills
- Good work ethic and effective team worker.
- Passionate, hard worker and well-organized professional with power to prioritize and multitask
- Ability to work under pressure and own initiative

**PERSONAL INFORMATION:**

**Date of Birth** : December 9, 1984  
**Religion** : Roman Catholic  
**Citizenship** : Filipino  
**Visa Status** : Working Visa

**PERSONAL REFERENCE:**           **AVAILABLE UPON REQUEST**



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