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| **josephine gongob** **COMMERCE GRADUATE** |
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| CONTACTPhone icon 0953-236-8925Email icon joyjavellana462@gmail.com Canelar Moret, Zambo. CityPERSONAL DATAName: Josephine Javellana GongobBirth date : August 31, 1986Birth place : Langon, Zamboanga SibugayAge: 35Height: 5’0’’Religion: AllianceSex: FemaleCivil Status: SingleLanguage: Visayan, Tagalog and English | PROFILEI have twelve years of work experience in various businesses, such as: mining companies (ore and coal), power distribution (electricity), new account savings officer in a rural bank, and secretary in a real estate company. Based on these experiences, I have developed an efficient skill to manage the pressure on a given task and deal with deadlines. I also gained the capability to think in a strategic and analytical manner. Furthermore, I am self-motivated, hard-working, open-minded and have a strong work ethic. I'm a good listener and a fast learner. |
| skillS♦Computer literate(Microsoft word, excel and power point) Lay outing and others♦Good in communication verbal and written♦Good in noticing technical errors♦Good in numeracy♦ DocumentationEDUCATIONElementary1994— 2000— Ipil Central Elementary SchoolSecondary2000– 2004— Dr. Aurelio Mendoza Memorial CollegesTertiary2004—2008— Dr. Aurelio Mendoza Memorial CollegesBachelor of Science in Commerce major in ManagementACHIEVEMENTSAuditor - Supreme Student Council (Fourth year College) at Dr. Aurelio Mendoza Memorial CollegesLoyalty award - Dr. Aurelio Mendoza Memorial Colleges  | EXPERIENCES2021**MEKY ESTATE LESSOR** (Building Rental)  **/ J-JIREH ICE PLANT AND COLD STORAGE** – (IcePlant) Canelar, Zamboanga CityPosition: Secretary♦Process / File and pay taxes online at Bureau of  Internal Revenue (BIR) - Monthly, Quarterly and Annually ♦ Monitor banking transactions (Bank reconciliation)♦ Record daily sales and expenses ♦ Accounting duties (Book keeping)2016 – 2020**REPOWER ENERGY DEVELOPMENT CORPORATION**(Power distribution)Valencia City, BukidnonPosition: Administrative Staff♦Transact different government agencies ♦Documentation♦Office / Accounting work2016**KATIPUNAN BANK**(Rural Bank) Tagoloan, Cagayan De Oro CityPosition: New Savings Account Officer♦ Assist the client in opening an account♦ Record and keep the information of the client ♦ Collect deposits of the client in their respective  establishments♦Handling petty cash funds for daily expenses2010 – 2015**TITAN MINING ENERGY DEVELOPMENT CORPORATION**(Mining Company) - coal Imelda, Zamboanga SibugayPosition: Budget Controller♦Released money every week on field officials♦Record daily cash transactions♦Collect payments2008 -2010**PACIFICO SUL MINERACAO CORPORATION**(Mining Company) -iron ore Ipil, Zamboanga SibugayPosition: Production Staff♦Record daily production♦Paper works♦O t h e r s |
| REFERENCESName: Malissa Facto AcasioContact #: 0953 -164 -0239 Address: Imelda, Zamboanga Sibugay Name: Juanito B. AntoninoContact #: 0917 -563 -4881Address: San Miguel, Bulacan |