



## **OBJECTIVE**

Seeking for challenging position where I can fully utilize my skills and knowledge and improve my career path.

## **ELIGIBILITY**

*Licensed Professional Teacher March 17,2024*

## **SKILLS**

- Customer service skills
- In-depth knowledge of using computers and basic work place equipment including photo copier & printer
- Able to prioritize and handle multiple tasks.

## **WORK EXPERIENCE**

- Accounting Auditor (June 13,2017 to June 3,2025)  
JGC Financing Company Inc.  
Tacloban City
  - 🚦 Handling five branches of the company from NCR, Central and Eastern Visayas.
  - 🚦 Examining records, reports and receipts or other documents.
  - 🚦 Solve problems and develop procedures.
  - 🚦 Validating Official Receipts
  - 🚦 Monitoring checks Issued by branches
- Office in Charge (OIC) in JGC Butuan Branch (April 2011 to March 2016)  
JGC Financing Company Inc.  
Lapu-lapu Poblacion Butuan City
  - 🚦 Overrseeing daily operations and workflow within the assigned area.
  - 🚦 Delegating tasks to staff. Monitoring and evaluating their performance and providing feedback.
  - 🚦 Training new hired employee (rank-and-file level)
  - 🚦 Entertain and assist client to provide good customer services.
- Passbook Custodian/Collector (June 2018 to Present)  
JGC Financing Company Inc.  
Tacloban City
  - 🚦 Securing clients passbook accounts
  - 🚦 DBP, RCBC, CHINA BANK AND EAST WEST Passbook cash collector
  - 🚦 Entertaining and Assisting client
  - 🚦 Accepts loan payments from client
- Working Student (April 2011 to March 2016)  
Asian Development Foundation College  
Tacloban City
  - 🚦 Takes responsibility in the sales and income
  - 🚦 Handling Cash Transaction
  - 🚦 Inventory and buying supplies

## EDUCATIONAL QUALIFICATION


Tertiary Asian Development Foundation College  
Bachelor of Science in Commerce major in Management  
2011-2016

Leyte Colleges  
Education Supplemental. 21 units earned  
2022-2023

## SEMINARS

- Labor Management in Emergencies  
Asian Development Foundation College ,P.Burgos St. Tacloban City April 12,2014
- The ASEAN 2015: Its impact on the Philippine market and Filipino Professionals  
People Center, Tacloban City September 19,2014
- Personnel Management Best Policies: Strategic trends and challenges  
Asian Development Foundation College P.Burgos St. Tacloban City February 13,2015

## PERSONAL DETAILS

- Date of Birth: October 31,1994
- Age: 30 years old
- Gender: Female
- Place of Birth: San Carlos Pangasinan
- Religion: Roman Catholic
- Nationality:  Filipino
- Height: 5'0

## CHARACTER REFERENCES

Mrs. Melanie Ontulan  
Head of Auditing Department  
JGC Financing Company Inc. Tacloban City  
09091183722

Mrs. Judith B. Balais  
Head of Accounting Department  
JGC Financing Company Inc. Tacloban City  
09103569010

Ms.Potenciana T. Abad  
Accounting Auditor  
JGc Financing Company Inc. Tacloban City

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

  
JESSA RONA F. DATUIN, LPT