

Jowena Arjona

To secure a challenging work in a reputable industry where I could expand my learning, knowledge and specialized skills in which it can be fully utilized for mutual benefits and further career advancement.

Leyte 6538

jowenaarjona5_vm6@indeedemail.com

+63 966 143 1708

PERSONAL INFORMATION

Date of Birth : November 11, 1997

Place of birth : Palompon, Leyte

Age : 23 years old

Sex : Female

Civil Status : Single

Height : 5'1 ft

Weight : 48 kg

Religion : Roman Catholic

Willing to relocate: Anywhere

Personal Details

Citizenship: Filipino

Work Experience

RECEBASE

Oceanic Container Lines - Ormoc City

January 2020 to August 2020

- Responsible for documentation of Bill of Lading (BL)
- Responsible for covering all needed information about the shipper and the consignee, these include their name, address, contact details, cargo description, declared value, terms of shipment, payment, destination, etc.
- Inputs data about inbound and outbound
- Acts as document processor which is primarily focused on the preparation and final receipt during acceptance of container of shipment

CASHIER

Oceanic Container Lines - Ormoc City

January 2020 to August 2020

- Provides a positive customer experience with courteous service
- Received cash and check payments for steel products, container vans, flat track, and other services
- Do the daily summary collection report, double-check the money and receipt if balance or correct.

- Handles petty cash fund
- Deposits and withdraws money from the bank

Education

Bachelor's in Science in Computer Engineering

Western Leyte College - Leyte

2014 to 2019

Junior High School

Colegio de San Francisco Javier - Leyte

2010 to 2014

Elementary/ Primary school

Palompon South Central School - Leyte

2004 to 2010

Skills

- Computer literate learnt programming languages and scripting including MS Word, PowerPoint, Excel, HTML, SQL and PHP
- Ability to communicate well with people
- Willing to work under pressure
- Highly motivated individual
- Exceptional analytical and critical thinking skills
- Ability to easily adapt with the environment
- Hardworking and efficient in performing responsibilities

Additional Information

SEMINARS & TRAINING ATTENDED

- Intern at Coca-Cola FEMSA Philippines Inc.
- Capstone Project for Engineering Students held at the Computer Laboratory Room, Western Leyte College, Ormoc City
- Computer Networks