**Jonalie A. Gamban**

**Bachelor of Science in Business Administration**

Major in Human Resource Development Management

Contact Number: **09362940832/09696030004**

Address: 34 Mabolo St. Victory Ave, Tatalon Quezon City

E-Mail Address: [gjonalie@yahoo.com](mailto:gjonalie@yahoo.com)

**OBJECTIVE**

               To find a job that will build on and apply my skills and experience and contribute my knowledge in the field that I am suited for.

**PERSONAL INFORMATION**

Age : 30 years old

Birth Date               : April 21, 1995

Birth Place : Blumentritt, Manila

Civil Status             : Single

Religion : Roman Catholic

Nationality : Filipino

**SPECIAL SKILLS**

Computer Literate

Have good communication skills

Has stress management ability

Multi Tasking skills

Hard working and capable of working under time pressure and/or deadlines

**WORK EXPERIENCE**

**Fil-Global Immigration Services Corporation**

**Executive Assistant / Pathway Consultant**

**2nd Flr Times Plaza Building UN. Ave, Taft, Ermita Manila**

**October 5, 2021 – May 15, 2025**

**Job Desciption:**

**-Reporting End of the Month/Year Report accomplish tasks for the whole month and whole year**

**-Managing scheduling calendar appointments of CEO and set up meetings**

**-Check and Replying Emails Inquiries**

**-Front desk in reception assist walk in clients for Inquiries**

**-Attending School Representative for International Expo for Graduating of Senior High**

**-Assist VIP/ Visitors like School Representative and Clients**

**-Call outs my Clients for Inquiries**

-Managing information flow in a timely and accurate manner

-Take minutes during meetings

-Screen and direct phone calls and distribute correspondence

-Answer clients call for Inquiries

-Consultation one on one with the client to discuss the requirements and total expenses to study work and live abroad

-Closing the market sales for client

-Event organizer for EXPO Abroad with Program flow for attending clients

-Organize and maintain the office filing system

**-Will do handle the Sales to Studying Work and Live Abroad**

**-Plan the venues for companies events of Birthday of CEO to celebrate**

**-Will do for Inviting VIP/School Representative for Gatherings like Birthdays of CEO or his Son/Daughter also**

**-Reimbursement the Cash Advance to buy for Birthday needs and Liquidation the receipt.**

**-Will do also decoration balloons set up organize the foods, desserts and souvenirs to the CEO**

**Alasco Vinyl Corporation**

**Office Clerk**

**118 Speaker Perez St. Quezon City**

**August 24, 2015 – September 28, 2020**

**Job Description:**

**-Answer phones**

**-Direct calls to appropriate individuals and prepares messages**

**-Record minutes of the meetings**

**-Schedule meetings and plan various department activities and calendars**

-Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages

**-Answering call clients and ordering the pipes and give quotation for computation**

**-Maintain the company files and records to ensure they remain updated**

**-Attending Jobfair to the Malls recruitment hiring of the company**

**-Checking Indeed website for applying here in the company**

**-Call the applicant to schedule for interview of CEO**

**-Give CEO Petty cash and give to agent as Cash Advance**

**-Reimbursement the receipt of gas and compute tally the Cash Advance and Receipt**

**-Summarize computation the Petty cash and receipt that gave from agent**

**On The Job Training Inside** :

**The University Of Manila Campus**

Admin Office

546 M.V De Los Santos St., Sampaloc Manila

November 6, 2014- December 21, 2014

**On The Job Training Outside** :

**Department Of Labor and Government (DOLE)**

4/6 F Arcadia Bldg. Quezon Avenue, Quezon City

May 12, 2014- June 4, 2014

**SEMINAR ATTENDEES**

**Mobile Computing Linux Operating System**

**I.T Consumerization Augmented Reality**

**EDUCATIONAL BACKGROUND**

Tertiary               The University Of Manila

                            546 M.V. De Los Santos St., Sampaloc Manila, Philippines

                            2011 – 2015

Secondary           Carlos L. Albert High School

                            Brixton Hills, Brgy. Santol Quezon City

                            2007 – 2011

**Primary: Aurora A. Quezon Elementary School**

**Brgy. Dona Aurora Cordillera, Quezon City**

**2000 – 2007**

**CHARACTER REFERENCES**

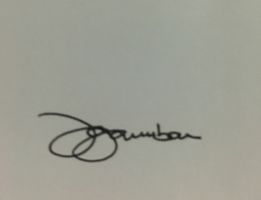
Carol Fauline Ballesteros Admin Assistant 09663104427

Arlene Abordo HR Supervisor 09061811606

Ryan Cerillano HR Associate 09192478336

**In case of Emergency Contact:**

**Lerma Gamban**

**09093697640**

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Jonalie A. Gamban