



JOAN MAE CAUMBAN, MBA

Administrative Assistant

Profile

I worked as Admin Assistant and Accounting Staff. Primarily in data entry, admin task, accounting support, appointment setting, data analysis, business research, Accounts reconciliation, customer support and clerical works. Can do Canva graphic design and former online business seller in instagram platform.

Work Experience

2021-
current

Water District

Administrative Assistant

- Payroll processing, compensation and benefits and assist supervisor for the financial transactions
- Admin tasks, data entry, customer support, email management, typing and reconciliation of data.

2020
-
2021

Water District

Overtime Processor

- Follow-up call in different division for the needed attachment in Overtime working paper
- Process overtime allowances of the employees and update their claims through phone call.

2018
-
2020

Commission on Audit

Audit Secretary/Staff


- Assist auditor in filing management, clerical tasks, appointment setting, data entry and update clients through email or phone call.
- Check the accuracy of Financial documents

2017

A-BROWN COMPANY

ON THE JOB TRAINING

- Clerical Works in Accounting Division
- Data Entry

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 Cagayan de Oro, Misamis Oriental, Philippines

Education

Bachelor of Accounting Technology

Lourdes College

2014-2018

Masters in Business Administration

Lourdes College

2020-2022

Professional Skills

Time- Management

Attention to Detail

Can Multi-Task

ADAPTABILITY

FLEXIBILITY

Language

English

References

JET ROE PAJA

C lay-out Engineer, XINYX

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CHERIEL CAPARIDA

Leadman- Accounting

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