

JOANAH PATINDOL



Objective

To acquire new experiences and opportunities where I could practice my knowledge, skills and personality. With this, I shall offer my sincere and utmost service and determination so that I shall be an asset to your company.



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No. 8 Middle Road, Kamputhaw,
Cebu City

LANGUAGE

- English
- Tagalog
- Cebuano

EXPERTISE

- Management Skills
- Can work under pressure
- Flexible
- SAP Business One
- Microsoft Office (Word, Excel, Powerpoint)

EDUCATION

TERTIARY

University of San Jose-Recoletos
Bachelor of Science in Management
Accounting
2015-2019

SECONDARY

Saint Francis Academy
High School with Honors
2011-2015

EXPERIENCE

Customer Service Representative
Amazon Operation Services
Philippines, Inc.

July - October 2024

- Answer customers inquiries
- Process a refund or replacement for the damage item receive
- Assist customers when placing an order
- Assist customers on self-service option

Accounting Staff

Dobe Export International Inc.

January 2020 - June 2024

- Prepares report such as P&L, Balance Sheet, Aging Report
- Generate and send invoices promptly to clients.
- Establish and maintain positive relationships with vendors
- Reconcile bank accounts, credit card statements, and other financial records accurately.
- Prepare and process payments to vendors
- Generates purchase orders and email them to suppliers.
- Monitor monthly dues for all utilities
- Assist in budget preparation and provide monthly and quarterly cash flow reports
- Accurately enter precise financial data into software program
- Prepare bank deposits
- Process transactions and issuing checks.

HR Generalist

Dobe Export International Inc

January 2020 - June 2024

- Conduct recruitment process
- Conducts partial interview for applicants
- Conducts orientation for new hired employee
- Keeps all the records of all employee
- Make payments for SSS, PHIC, and HDMF
- Monitors employees attendance

Joseon Motors Company Inc

July 2019 - December 2019

- Receive all payments made by the customers
- Make invoices
- Record all sales within the day
- Make billing statement for customers
- Answer phone calls for inquiries