



PROFILE

Driven, detail-oriented professional with 12 years of experience looking to apply clerical and organizational skills.

To secure a stable career opportunity to fully utilize my skills while contributing significantly to the company's success.

ADDRESS

Castañas, Sariaya Quezon, Philippines

CONTACT

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0946 419 2997

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PERSONAL INFORMATION

Age: 32
Status: Married
Nationality: Filipino
Language: English and Tagalog

JONNA LUNA

EDUCATION

IMUS COMPUTER COLLEGE (PHILIPPINES)

2007 - 2009

2 Year Information Technology major in Computer Programming.
Awarded third place in programming course.

CANDA NATIONAL HIGH SCHOOL (PHILIPPINES)

2004 - 2007

High School Graduate. Supreme Student Government Treasurer.

WORK EXPERIENCE

GMCO ELECTROMECHANICAL WORKS, DUBAI, UAE - SECRETARY CUM RECEPTIONIST

March 2, 2023 – April 30, 2023

- Attend to inbound and outbound calls, records messages, direct calls appropriately.
- Email management: checking of received emails and forwarded to the right person, sending emails.
- Looking for suppliers for the needed service.
- Providing quotations for the clients.
- Process of driver's liquidation.
- Orders of office and food supply.
- Cleaning and produce coffee for the managers.

GENPACT PHILIPPINES - SUPPORT ASSOCIATE

April 19, 2022 – September 25, 2022

- Provides technical and customer support to our customers.
- Responsible for the financial documents of our customers.
- Give satisfaction to our customer's needs and inquiries.

LINGARO PHILIPPINES INC. - ADMIN SPECIALIST

September 23, 2019 - March 31, 2021

- Handled all requests for payment, utilities, rentals, internet and handset billings, credit card billings, vendors, payments, and all miscellaneous expenses.
- Communicating with banks for the company's account business-related matters.
- Handled the travel local and international trips via third-party.
- Processed the budget for travelers, local or international trips, accommodation, and pocket Wi-Fi if needed for ITs.

HOBBIES/INTEREST

Watching movies
Playing analytical games
Reading Books

COMPUTER LITERACY

- MS WORD
- MS EXCEL
- OUTLOOK
- POWERPOINT

SKILLS

- Detail Oriented
- Time Management
- Organizational Skills
- Resourcefulness

- Handled the VISA application request needed for international trips.
- Handled and monitored all pantry, kitchen, and office supplies as purchased. Maintaining the office clean and neat.
- Receptionist -doing receiving of documents. Entertaining the visitor or guest. Answering calls.
- Doing the report for medical reimbursements as a company's benefit. Encoding of SL/VL of employees. Assigned for the employees ATD.
- IT-related job -Monitoring business phones and laptop and printer issues.

MAX'S GROUP INC. - ADMIN SPECIALIST

May 2015 - 2019

- Handles 7 housekeepers. Monitoring their jobs. Conduct monthly meetings to ensure that all is going well in the building.
- Handle ID MAKER ensures that all requests for ID have been delivered. Monitor targets. Conduct a monthly 30 minutes one on one to discuss the performance and to know the needs and concerns.
- Assigned in the process of ordering and delivering business tools (Company mobile phone) to all employees including Operations. Process accountability for mobile phones. Assisting employees with all related concerns regarding their company mobile phones.
- Handle the employee's flight with our third-party partners. Assigned in booking flights and processing payments.
- Processing of requests for payments for utilities, water, electric bill agency, Agencies invoices, and all related admin requests.
- Handled the distribution of uniforms to all employees.
- Communicate with the contractors for building concerns.

PANCAKE HOUSE INC. – HR ASSISTANT

April 2012 – 2014

- Interviewing, and recruiting, screening applicants. Assisting applicants in the exam.
- Handle orientation with the hired applicants.
- Assist in the managers' plan, direct and coordinate the administrative functions in the organization.

PANCAKE HOUSE INC. – RECEPTIONIST

2010 – 2011

- Welcome, and assist guests, suppliers, and applicants in their needs.
- Answer phone calls by directing them to the right person.
- Maintains security by following procedures, monitoring logbooks, and issuing visitor badges.

PLDT (CENTENNIAL TECHNOLOGIES) – SALES AGENT

2009 – 2010

- Offers products like internet and landline to costumers in available areas, malls and main offices.
- Prepare information sheet form from the costumers who availed the products.
- Check and inform the status of the costumer's application.

Jonna F. Luna
APPLICANT

