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| Address:  87 YISHUN ST. 81 ORHID PARK CONDOMUNUIM TOWER 06 UNIT #03-04 SINGAPORE 768448  Mobile #: +6594211730  Email:  [jefmonguez@gmail.com](mailto:jefmonguez@gmail.com)  Areas of expertise   * Administrative Services * Financial Management * Basic Accounting   Personal Data  Nationality :Filipino  Sex :Male  Birthday :June 4, 1992  Important information   * Bachelor's Degree holder * A team player * Positive Mindset with "can do" attitude * Able to work under pressure * Computer literate * Fast Learner   **Reason for Leaving Previous Job**  To explore for a next level opportunity that would amplify my growth in the of my field of expertise.  **Volunteer Works**   * Helps students on their Feasibility Studies through free tutorial. * Participates Pro-Environment Activities. * Organizes and Facilitates Barangay Government Activities. * Volunteer for the Comprehensive and Integrated Delivery of Social Services. Makes reports on Project Completion Status, Financial Matters, Problems & Solutions. |  | C:\Users\Clarin21\AppData\Local\Microsoft\Windows\INetCacheContent.Word\BeautyPlus_20160830173227_save.jpgJefraem B. Monguez  **Civil Service Examination Passer (Professional Level)**  Expected Salary: 1,500 – 2,500 SGD  Notice Period: Immediate  Career Objective  To secure a position in an **Administrative/Financial/Managerial/Sales** industry that will enable to showcase my expertise in analysis and managerial aiming to grow along with the development of the organization. |
| Personal Assessment   * Result-oriented with almost 2.5 years of experience in administrative jobs and knowledge of principles in providing client’s satisfaction. * Excellent communication and interpersonal skills. * Excellent organization and record-keeping skills, accurate, reliable, initiative, trustworthy employee. * Fast and Reliable.   Skills   * MS Office [Excel, Word (72 w/m), PowerPoint] **Proficient** * Photoshop (Basic) * Data Analysis * SAP knowledge (Basic) * Autocad knowledge (Basic)   Work Experience  Barangay Government of Poblacion  Poblacion, Nabunturan, Compostela Valley Province, Philippines  July 1, 2015 to August 24, 2016  **Position: Administrative Assistant IV**   * **Handling phone calls & customer service, data entry, attending mails, making POWs, invoicing, & handling POs;** * **Assisting payrolls, Photocopying, filing and recording documents;** * **Follow-up and address queries from clients and manage courier servicing, invoicing;** * **Promoting services available and offerred by the government;** * **Making Monthly and Annual Precurement Plan Reports;** * **Ad-hoc duties as assigned.**   James Borres Lado Accounting and Auditing Firm  Poblacion, Nabunturan, Compostela Valley, Philippines  March 20, 2014 to April 14, 2015  **Position: Accounting Staff/Clerk**   * **Maintain client’s books and account;** * **Preparing client’s taxes, data entry;** * **Deal with some Accounting cases, invoicing;** * **Attending walk-in client's inquiries regarding the firm's services;** * **Coordinating clients through phone calls.**   **Academic Background**  Bachelor of Science in **Business Administration** (2010-2016)  Major in **Financial Management**  Assumption College of Nabunturan (Philippines)  **Affiliations**   |  |  |  | | --- | --- | --- | | BS Administration | Governor | 2014-15 | | Sulong Dunong Scholars | President | 2014-15 | | KALAHI-CIDSS BRT | Chairman | 2014-15 | | Green Brigade | Member | 2013-Present | | Catholic Charismatic Renewal Apostolate | Member | 2013-Present | |

**AUTHENTICATED DOCUMENTS ARE AVAILABLE UPON REQUEST.**