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| Address:87 YISHUN ST. 81 ORHID PARK CONDOMUNUIM TOWER 06 UNIT #03-04 SINGAPORE 768448Mobile #: +6594211730Email:jefmonguez@gmail.com Areas of expertise* Administrative Services
* Financial Management
* Basic Accounting

Personal DataNationality :FilipinoSex :MaleBirthday :June 4, 1992Important 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 SGDNotice Period: ImmediateCareer ObjectiveTo 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 ExperienceBarangay Government of PoblacionPoblacion, Nabunturan, Compostela Valley Province, PhilippinesJuly 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 FirmPoblacion, Nabunturan, Compostela Valley, PhilippinesMarch 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**

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| 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 |

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**AUTHENTICATED DOCUMENTS ARE AVAILABLE UPON REQUEST.**