



Jogielyn Tero Rosal (Jojie)

✉ jiejo7423@gmail.com

☎ 0545379070

🏠 Al Jaddaf, Dubai, UAE

OBJECTIVE

To contribute effectively as an Administrative Assistant in a dynamic organization, utilizing my exceptional organization skills, attention to detail and dedication to fostering a positive work environment. With strong communication abilities and proactive approach, I aim to support team success, enhance operational efficiency, and pursue continuous professional growth.

CORE QUALIFICATION

- Cultural Adaptability and Resilience.
- Customer – oriented
- MS Office proficient
- Energetic and quick learner
- Patient and Punctuality
- Computer Proficient
- Successfully passed a Food Safety Department approved Person in Charge Certification Examination & Qualified for certification by the EIAC accredited

EDUCATIONAL ATTAINMENT

Bachelor's Degree

Course:

Bachelor of Science in Industrial Technology

Major: in Food Technology

PERSONAL DETAILS

Date of Birth: July 04, 1995

Age: 29yrs Old

Marital Status: Single

Nationality: Filipino

Religion: Seventh-day Adventist

Gender: Female

Current Address: Al Jaddaf, Dubai, UAE

WORK EXPERIENCE

Be Me Services DMCC

Health Awareness and Special Needs Center

Administrative Assistant

December 12, 2022 – June 30, 2024

Dubai, UAE

- Provided comprehensive administrative support to SLT and ABA departments, ensuring smooth services.
- Prepared and manage expenses reports, purchase orders, and invoices, maintaining meticulous records for financial accuracy.
- Assisted in scheduling events and programs, coordinating logistics and communications efficiently.
- Managed incoming calls, warmly greeted clients and children.
- Processed and managed legal documents within the company. Adhering to all necessary protocols and timelines.
- Support payroll processing activities, including the preparation of staff salaries, ensuring timely and accurate payments.

KHANEEN KUWAITI CUISINE

Cashier cum Waitress

2017 - 2019

Admin cum Customer Service

2019 – 2021

Dubai, UAE

- Attending to walk-in Customer.
- Providing exceptional customer services.
- Handling supplier and customer feedback and inquiries.
- Managing email and phone call professionally.
- Generating invoice and purchase orders.
- Recommending Products and services.
- Processing payments.
- Greeting customer and providing excellent wait services.

1000 MISSIONARY MOVEMENT

46th Batch Missionary

Silang Cavite, Philippines

Missioned Field: Pilar Siargao Island, Surigao del Norte, Philippines.

2015 – 2016

