



JONA JANE BUSALPA

ADMINISTRATIVE ASSISTANT

Contact Info



+971 56 217 3905



Flat 104, Edris
Building, Rigga,
Deira, Dubai



jonajanedulay@gmail.com

Personal Info

Age: 24
Birth Date: Nov 6, 1996
Citizenship: Philippines
Marital Status: Married
Visa Status: Tourist Visa

To perform the position of Administrative Assistant in a challenging environment where huge experience in recording and transcribing meeting minutes, coordinating and scheduling meetings, preparing agendas, coordinating schedules, making appointments, arranging travels, reserving and preparing facilities is needed.

AREAS OF SKILLS

- Computer literate
- Well-developed leadership and team development skills
- Ability to carry out instruction
- Ability to prepare routine administrative paperworks
- Ability to work independently on assigned tasks as well as to accept directions on given assignments
- Highly skilled in providing friendly guest service and genuine hospitality
- Self-motivated, developed strong organizational
- Committed to teamwork demonstrating reliability and honesty while interacting with guests

WORK HISTORY

- NEXT IDEA GENERAL TRADING LLC
Baniyas square, Deira, Dubai
Sales Executive
(2017-2019)
- D'LUXE BAGS PHILIPPINES
Sta Rosa, Concepcion, Tarlac, Philippines
Production and planning Control Assistant
(2019-2020)
- SECURITIES AND EXCHANGE COMMISSION
Municipality of Tarlac, Philippines
Assistant Securities Investigator cum Secretary
(2016-2017)

EDUCATIONAL HISTORY

TARLAC STATE UNIVERSITY, PHILIPPINES
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
MAJOR IN FINANCIAL MANAGEMENT

CLASS OF 2017