

JAIMELYN P. IGNACIO

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CAREER OBJECTIVE

Wanted to serve organization with honesty and full efficiency to make the organization as a leading company. To have an equal and great opportunity outside the business world specifically in the world of finance.

EDUCATIONAL BACKGROUND

Tertiary Education:

Bachelor in Science in Business Administration - Major in Financial Management

Institute of Accounts, Business, and Finance

Far Eastern University (FEU)

Year of Attendance: 2013-2017

City of Manila, Philippines

Secondary Education:

Village Montessori School

H.S Diploma

Year of Attendance: 2009-2013

San Jose Del Monte, Bulacan, Philippines

SKILLS AND QUALIFICATIONS:

- Interpersonal Skills
- Proficient in Microsoft Office (Word, PowerPoint and Excel)
- Good working ethics
- Goal Oriented
- Customer Service
- Time Management
- Problem-solving skills
- Decision-Making

WORK EXPERIENCE

Accountant cum Admin

January 2020 up to Present

Rimas Uniform Gents Tailoring

Dubai, United Arab Emirates

1. Responding to emails and Answering phone calls.
2. Provide administrative and clerical support to departments or individuals.
3. Preparing of delivery order and tax invoice of the clients.
4. Accurate records for all financial transactions.
5. Assists on the bank statement reconciliation. Tracks bank deposits and payments.
6. Handling Accounts Receivable and Accounts Payable.
7. Send invoice and statement of accounts of the clients.
8. Making quotation, sample request and production order of the clients.
9. Vat filing
10. Follow up payments of the clients
11. Making payroll
12. Handling petty cash

Branch Operations Supervisor

February 2019 to October 2019

Neolee General Merchandise

Tupperware Brands

San Jose Del Monte, Bulacan, Philippines

Duties and Responsibilities:

1. Credit and Collection Management - ensures that BCR is achieved subject to proper implementation of policies and guidelines on credit and collection.
- Conducts new recruits interviews and credit granting.
 - Ensures that all cash/check collections are properly receipted, recorded and accounted for
 - Ensure that all collections are deposited on time.
 - Ensures timely and accurate submission of daily, weekly, monthly and financial cut-off required by Head Office.
 - 2. Leads day to day branch operations.
 - Ensures that Petty Cash Fund is properly handled.
 - Performs all branch accounting related activities.
 - Ensures that all back-up procedures of computer data are performed.
 - Ensures that all day-end and month-end processes are properly done.
 - Provides the necessary reports to Business Managers and Business Consultants to help them monitor their performance such as: collection due report, Aging, Sales Report, etc.
 - Proper filling and records management.

3. Answer calls from Business Managers and Business Consultants regarding their inquiries.

Sales Training Supervisor

November 2017 to January 2019

Neolee General Merchandise

Tupperware Brands

San Jose Del Monte, Bulacan, Philippines

Duties and Responsibilities:

1. Conduct of training and salesforce development programs such as Business Opportunity Meetings, product knowledge trainings, campaign turnover meetings and assemblies.
2. Equip the salesforce with the basic knowledge and necessary skills toward a successful Tupperware Brands business.
3. Ensure creative and on time merchandising / implementation of sales, and marketing programs/ incentives and branch activities.
4. Update product display and announcements (Promos, Plus Plan, Branch Recognition).
5. Assists the Branch Manager in conceptualizing, implementing, monitoring, and evaluating other sales offers and recruitment activities.
6. Submits timely, accurate and complete reports required by the regionals and head office.
7. Active participation in Monthly STS Meetings, special meetings, and conferences.

Administrative Assistant (Internship)

Accounting Division

January 2017 - March 2017

Bureau of Customs

South Harbor, Port of Manila City, Philippines

Duties and Responsibilities:

1. Maintains payroll information by collecting, calculating, and entering data.
2. Resolves payroll discrepancies by collecting and analyzing information.
3. Provides general administrative and clerical support including mailing, scanning, fixing and copying management.
4. Open, sort and distribute incoming correspondence.
5. Perform data entry.

TRAININGS AND SEMINARS ATTENDED**The trend: ART of STOCK TRADING**

February 5, 2015

Far Eastern University, Philippines

Stock Market 101

January 21, 2016

Far Eastern University, Philippines

TraDers: Training for the Leaders of the Future

September 15, 2016

Far Eastern University of Manila, Philippines

Project CEO: The Corporate Executive Odyssey

November 17, 2016

Central Bank of the Philippines

REFERENCES

Mrs. Maria Corazon Abella
Faculty Member, IABF-Far Eastern University
Phone: +632 917 - 648 – 7635

Mr. Shameer Ummer
Rimas Uniform Gents Tailoring
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Mrs. Socorro Dacara
Administrative Assistant II, Bureau of Customs
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Mrs. Lilibeth Cantos
Branch Manager, Tupperware Brands
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