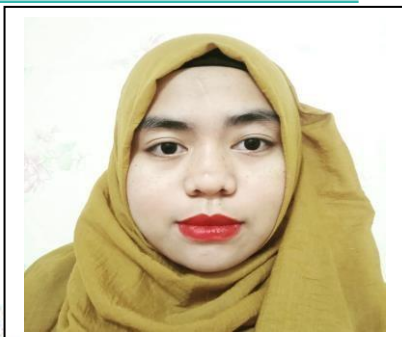


# Radwa Halilulla Jumalun



## POSITION DESIRED:

MARKETING STAFF, MARKETING  
COORDINATOR, MARKETING  
EXECUTIVE, ACCOUNTING  
ASSISTANT, JUNIOR ACCOUNTANT or  
any suitable position that fits my previous work  
experience.

## VISA STATUS:

TOURIST VISA (TRANSFERRABLE)  
"February 25- August 10, 2020"



## PERSONAL DETAILS:

### NATIONALITY:

FILIPINA / PHILIPPINES

### AGE:

23 YEARS OLD

### DATE OF BIRTH:

16<sup>TH</sup> SEPTEMBER 1996



### EMAIL:

radwajumalun@gmail.com



### CONTACT NUMBER:

+971-58-994-1950 (UAE)

## LANGUAGES:

TAGALOG (Native)

ENGLISH (Fluent)

## EDUCATION:

2017 - BSBA Marketing Management, PLP  
(Pamantasan ng Lungsod ng Pasig), Kapasigan,  
Pasig City, Philippines

## SKILLS:

- 1) More than 1 year and 7 months of work experience.
  - 2) Skilled in using Microsoft Office (**Word, Excel, PowerPoint**),
  - 3) Bloomberg Terminal Navigation (**Fundamental Analysis and Technical Analysis**)
- Highly skillful at Administrative, Secretarial and Organizational Tasks.

## WORK EXPERIENCE:

### Vector Outsourcing Solutions Phils, Inc.

#### 1. "ACCOUNTING CLERK"

15. March 2018 to 01. October 2019 ORTIGAS, PHILIPPINES

#### Work Description:

- Provide accounting and clerical support to the accounting department.
- Prepare and maintain accounting documents and records.
- Update and maintain accounting journals, ledgers and other records detailing financial business transactions.
- Verifying the accuracy of invoices and other accounting documents or records.
- Maintain orderly financial filing system.
- Assist in month end reporting procedures.
- Check, verify and process invoices
- Prepare payments for signature checks
- Compiled data analyzed and prepared state and local sales and use tax returns. And for BIR filing
- Process all company payables, from initial entry through payment and filing.
- Maintained timely reconciliation of all credit and banking accounts.
- Prepared financial reports and carrier commissions, utilizing excel on a daily and weekly basis.
- Inventories of office supplies, technical and administrative supplies
- Helps doing background checks for employees.

### Telus International Philippines, Inc

#### 2. "CUSTOMER SERVICE REPRESENTATIVE" Nov-Dec 2017

#### Work Description:

- Activation /Registration of Customers Card/ Handling inbound calls
- Customers concerns about their transactions and cards
- Keeping records of customer interactions, transactions, comments and complaints.
- Communicating and coordinating with colleagues as necessary.
- Providing feedback on the efficiency of the customer service process.
- Managing a team of junior customer service representatives.
- Ensure customer satisfaction and provide professional customer support.
- Maintaining a positive, empathetic and professional attitude toward customers at all times. And responding promptly to customer inquiries.

**Metro Oil Subic Inc.,**

**3. “Internship” Marketing Assistant 750 hours Ortigas Pasig City Philippines**

Work Description:

- Looking into competitor's promotions thorough the use of internet.
- Creating a promotion plan relating to its given budget and target market
- Timeline creation using the Company's products and services that would attract people to like the Facebook page of the Company
- Creating an advertisement depending for the Holidays using different video editors online.
- Calling of stations to validate information.
- Assisting in the promotional event of the Company.
- Making a Marketing Strategy that the company has yet to use.
- Checking of social media accounts to monitor competitors and market situation for pricing strategy.
- Providing support to other department and doing administrative works.

**4. SPES (SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS): ARCHITECTURAL DEPARTMENT  
AT PASIG CITY HALL 2014**

- Responsible for looking for lay-out and blueprint
- Assists people that are going in the office
- Providing Administrative works that helps employees.

**5. SPES (SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS): PAYROLL AT PASIG CITY HALL  
2016**

- Assist people in looking for their payroll
- Signage of payroll in different departments of the City Hall
- Providing Administrative works that help employees.

I do hereby certify that the above information is true and correct to the best of my knowledge and belief.

**MS. RADWA H. JUMALUN**

Applicant