

Mona Clair L. Balancar

#265 Zone 9 Patag Cagayan de Oro City,
Philippines
+639363289357
balancarmonaclair@gmail.com

Objective:

A quick learner who is physically fit and has the strength and stamina required in a fast paced environment. Self Motivated and hard worker looking to obtain an Administrative Staff position with an employer who cares strongly about the personal and professional development of their employees.

Education:

Bachelor of Science in Information Management

Xavier University
Cagayan de Oro City 2005 - 2011

Training Certificate:

- Amazon FBA Product Sourcing Masterclass *April 23 - 29, 2022*
- Virtual Assistant Training Philippines *January 31 - February 5, 2022*
- VA Training Philippines *July 5 - 10, 2021*
- Customer Service & Work Ethics Seminar *June 27 - 28, 2016*
- BSP-Pawnshop Seminar Briefing *February 15, 2012*
- BSP-Anti Money Laundering Act Seminar *September 25, 2011*
- A Public Seminar in Advance Marketing Management *March 5, 2011*
- Job Search Seminar *October 18, 2010*
- Labor Education for Graduating Students (LEGS) *October 6, 2010*
- Nestle M.I.L.E.S *September 1, 2010*

Skills:

- Computer Literate: MS Office, Google Suites
- Knowledge of Financial and Managerial Accounting
- Excellent communication skills.
- Ability to meet deadlines.
- Available to work on-call, shifts, after hours, over weekends, and on public holidays.
- Customer Service Oriented
- Good at Communication
- Critical Thinking and Management skills
- Work independently and collaboratively
- Empathy and Compassion
- Ability to carefully read and follow directions
- Highly Motivated and Good Listener
- Capability to Work under Pressure
- Can undergo training

Experience:

Administrative Staff / Treasury II - Cagayan de Oro City

Cebu CFI Community Cooperative *June 2014 - Present*

- **Award:** 2016 3rd Runner-up Most Outstanding Employee of the Year
- In charge for encoding of group payments
- Billing in charge
- In charge for printing of corporate checks
- Bank reconciliation of Branch's depository bank
- Monitors inventory
- Preparing the meeting minutes report
- Monitors leasee's account
- Monitors monthly utility bills
- Marketing/Recruitment of new members
- Administrative works
- Entertain client's queries
- Filing of small claims cases
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.

Writer *Online Part time*

Peculiarfacts.com *October 2019 - March 2020*

- Follow blog instructions and submit the article needed

ESL Teacher *Online Part time*

51 Talk *December 2018 - March 2019*

- Teaches English to Chinese kids

Office In-Charge - Cagayan de Oro City

Kwartagram Corporation *June 2011 - June 2014*

- Monitors the branches under its assigned area
- Accepts and disburse money remittance transactions
- Submits weekly and monthly reports