JOLLY BETH MANGANIP DORIAN

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Objective

To utilize my skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

Experience

July 2022 - Present

G4J Construction Aggregates Trading
Assistant Manager

Responsible in assisting buyers with price determination and develop sales strategies to set pricing.

Track inventory regularly.

Ensure schedule of all deliverables.

Responsible for budget planning and cost estimating.

August 2018 - June 2022

Palawan Pawnshop Pera Padala
Branch Manager

Responsiblee for processing of Business requirements, Payment of utility bills, purchase of supplies and dealing with rolling store customers.

Handling receipt and disbursement of Cash.

Ensure the completion of tasks such as printing and filing of branch reports, transaction forms, recording and tallying of BIR books and T accounts.

Maintain cleanliness ad orderliness of the branch

June 2017 - August 2018

MGSR Construction
Bookkeeper

Post transactions involving receipts, disbursement and/or accounts payable and receivable to ledger accounts.

Prepare Accounts payable files and process cheques for signing and distribution.

Assist the accountant in the preparation of financial statements, cost reports and Bank reconciliations.

April 2016 - May 2017

Mercury Drug Corporation
Pharmacy Assistant

Take orders and dispense medicine.

Responsible for making sure that all medicines are in their proper condole.

Measure and mix drugs according to prescription.

Check inventory and restock drugs and other items

January 2015 - March 2016

Family Circle Construction
Office clerk

Receptionist for front office.

Filing reports and documents.

Open, sort and route incoming mail and prepare outgoing mail.

Ensure the office are kept clean and organized.

Provincial Capitol of Kalinga

August 2012 - December 2014

Office clerk

Encode and print receipts and other documents.

Filing and sorting daily reports.

All other appropriate duties as and when required by the Department head.

Department of Social Welfare Development

May 2012 - July 2012

Office clerk

Assist the social worker in facilatating and retrieval of compliance verification forms.

Collate submitted update forms in terms of complete attachment of documents/requirements .

Performs other related tasks.

Education

2008-2012

Kalinga-Apayao State College
Bachelor of Science in Commerce Management
Passed

2004-2008

Kalinga-Apayao State College Labaratory High School
Secondary Level
Passed

1998-2004

Bulanao Central School
Primary Level
Passed

Skills

Adaptability

Customer Service

Multitasking

Microsoft office (Excel, PowerPoint, Word)

Communication

Detail-oriented

Personal Details

Date of Birth : 14/06/1992

Marital Status : Married

Reference

Christopher B. Hadsan - "G4J Aggregates andConstruction supplies"
Proprietor/Manager
chrishadsan@gmail.com
+639453761026

Kimberly S. Agravante - "Palawan Pawnshop Pera Padala"

Branch Manager

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Joan F. Gali - "Mercury Drug Corporation"

Senior Pharmacy Assistant

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Rodney Luma-ang - "Family Circle Construction"

Proprietor/General Manager

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