

JUNVERN S. RAÑA

Mobile # - (+63) 9771265984

Email: ranajunvern@gmail.com

LinkedIn: <https://www.linkedin.com/in/jvfreelanceva/>



PROFILE/QUALIFICATIONS

I am currently looking for an opportunity to work in Canada as an Administrative Assistant or any available jobs related to my experiences or suits my qualification. Able to do multi-task jobs and can assist with some technical jobs. Able to work with minimum supervision and can interact effectively with other people. Having a high degree of initiative and responsibility.

- Flexible
- Accurate
- Team Player
- Oral & Written Communication
- Client Focus
- Reliability
- Organized
- Work Under Pressure
- Attention To Detail

SKILLS

- Efficient in Microsoft Office Application (Words, Excel, PowerPoint, Access)
- Access Online Programs and Procedures (ERP) - Build Smart CCS - Procurement, Enterprise Management (Accounts, Procurement, Payroll, HR)
- Basic Accounting (Bookkeeping)
- Documentation & Typing
- Time Management
- Digital Marketing
- Basic Graphic Design
- Social Media Account Management & Marketing
- Basic Website Creation
- Business Plan Writing
- Basic Research knowledge

CAREER SUMMARY

Project Manager - Project: "Establishment of Agri-Fisheries Technology Business Incubator" (DA-BAR Funded project.) – MMSU City of Batac, Ilocos Norte
Jan 2022 – Present

- Implement a strategic plan made by the TBI chief, develop an implementation plan and oversee the implementation of the plans, activities, and projects **(a mentoring program for the incubatees)**
- Develop and implement programs and projects for the startup and innovation community. **(scout and recruit potential incubatees, and lead the screening and evaluation process activities)**
- Provide technical assistance and lead the facilitation of the programs for the incubatees and the development of the startup community. **(providing advisory and mentoring services to clients)**
- Planning and improvement or conversion of available spaces to cater to the demand of potential locators
- Administer financial payments, payment of utilities and obligations, and submission of status reports
- Ensure the maintenance of the current facilities and equipment

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- Work hand in hand with other TBI staff to perform critical activities in assuring targets are met (**PPMP, letter, request voucher, reports and documentation, and other general administration functions**)
- Report directly to the TBI Chief as my immediate supervisor

Restaurant Supervisor @ Gold Plate Restaurant – Laoag City Ilocos Norte Philippines October 2020 – November 2021

- Supervise and check assembly of trays and for food preparation.
- Ensure food service and quality control
- Address customers' complaints or concerns
- Manage the employees and train staff in job duties
- Manage payment for the supplier
- Make a shifting schedule of the employees
- Maintain records of stock, repair, sales and wastage
- Assisting administrative works
- Proper Implementation of restaurant policies, rules and regulations
- Manage seats and order reservations. Do follow-ups with the customers.
- Daily coordinate and closely working with owner of restaurant

Project Coordinator @ Kabri International Contracting Company – Dubai, UAE Dec. 2016 – Aug. 2020

- Working closely with project manager & engineers. Assisting them also in administrative and secretarial works.
- Coordinate project management activities, resources, equipment, and information.
- Prepare and arrange programs/schedules to be done daily, weekly, monthly, quarterly, bi-annually and annually.
- Create and maintain comprehensive project documentation, plans, reports, contract agreement, NOCs, etc.
- Pre-qualify and qualify suppliers, asking for quotations and generating PO through the internal system (ERP).
- Do follow-ups with suppliers and sub-contractors.
- Prepare various reports, Invoices & Payment Certificates to be submitted to the client.
- Maintain stocks, availability, and order office supplies or stationaries.
- Manage team expense reporting, coordinating receipts, submission, and reimbursements (Petty Cash).
- Prepare timesheets of the employees and assist HR with the payroll through the ERP system.

Site Administrator @ Emirates Technical & Thermal System, Abu Dhabi, UAE Mar. 2013 – Dec. 2016

- Assist in managing employee records, onboarding new employees, and other human resources responsibilities.
- Manage team expense reporting, coordinating receipts, submission, and reimbursements. (Petty Cash)
- Address employees' queries regarding office management issues (e.g., stationery, hardware, and travel arrangements).
- Responsible for all office supply orders on a weekly basis, good relationships with vendors
- Supervise the maintenance of the office, and its equipment, including copier, printers, recycle bins, etc.
- Coordinate with the IT department on all office equipment.
- Prepares daily site attendance for manpower & updates into attendance monitoring sheet.

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- Additional support for other corporate office locations.
- Daily checking, monitoring, and responding to e-mails
- Prepares inter-office memoranda, draft letters, and prepares correspondence.
- Direct reporting to the Project manager and doing secretarial jobs.

Jr. Document Controller @ Arabian Construction Company, Abu Dhabi, UAE May 2008 – Feb. 2013

- Maintain accurate and up-to-date office files, records, logs for the commercial department; also monitoring various logs and files for current and accurate information including manual and computer logs of documents processed
- Check invoices and prepares a monthly payment and vesting certificate for the suppliers and subcontractors
- Handling all necessary documents that require to be sent through fax, photocopy, and typing facilities
- Do assign tasks given by the Quantity Surveyor from time to time and act as secretary if the commercial secretary is on-leave

Area Sales Representative @ ADP Industries Corp. Quezon City, Philippines Feb. 2006 – March 2008

- Reports to Area Sales Manager
- Responsible for achieving sales and collection targets of territory
- Responsible for developing new accounts and other sales opportunities in the territory
- Account management
- Prepare forecast and reports
- Ensure proper pipeline and merchandising at the retail level.
- Provide assistance to sales and marketing for special projects
- Assistance in physical inventory and payment collection

Accounting Clerk @ Profem Enterprise, Cubao Quezon City, Philippines Aug. 2005 – Feb 2006

- Encoding, checking, and filing payments of different outlets posted in the collection report by the sales representative to the system
- Transferring daily funds/debit to the bank for transportation allowances purposes of the sales representative.
- Responsible for releasing petty cash to the agents for their requested transportation
- Checking the expenses report of the sales agents every cut off 15 days and make a financial report, and billing them through maintaining balance statement
- Monitoring forwarded invoices from the central office, Doing follow-ups and coordinating, Do secretarial work if necessary.

Service Crew (Trainer) @ Jollibee Foods Corporation, Novaliches Quezon City, Philippines Oct. 2004–Mar 2005

- Taking customers' reservations, welcoming them, and leading them to their tables
- Train, assist, and guide new employees to do their duties and responsibilities
- Setting the table in preparation for customers and clearing tables after customers have finished dining.
- Carry out Inventories on the restaurant supplies and stocks
- Clean the dishes and helps to drop off condiments, beverages, and foods

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- Revolve around food preparation, cashier duties, dish cleaning, and food and drink serving
- Clean the dishes and helps to drop off condiments, beverages, and foods
- Provide helpful answers to queries or questions by the customers
- Furnish customers with helpful information regarding service time and special deal offers.

EDUCATIONAL TRAINING & CERTIFICATES

COLLEGE:

Northern Christian College -Laoag City, Ilocos Norte Bachelor of Science in Commerce
Major in Entrepreneurship
Graduated March 2004
Cum-Laude

CERTIFICATIONS/TRAINING:

- 1.) On The Job Training @ Andres Accounting Services - December 04, 2003 to March 05, 2004
- 2.) Self-Management and Selling Skills @ ADP Industries Corporation on August 3, 2007
- 3.) QHSEMS Awareness & Internal Audit Training @ Kabri International Contracting Co. LLC, Dubai, UAE - July 11, 2019
- 4.) Digital Marketing for Personal & Business Branding @ Vistaland International Office, Dubai,UAE - March 6, 2020
- 5.) Freelancing for Virtual Assistance Course @ Filipino Virtual Assistance - June 5, 2020 to July 08, 2020
- 6.) Digital Marketing Course @ Emirates Education Centre, Dubai, UAE - March 15, 2020 to August 1, 2020
- 7.) Graphic Design Course Training @ Filipino Virtual Assistance - July 7, 2020 to August 17, 2020
- 8.) Kapatid Agri Mentor Me Program by Go Negosyo – February 14 – 21, 2022

PERSONAL DETAILS

Nationality: Filipino

Birth Date: June 20, 1983

Marital Status: Married

Age: 39