

JHOANNA DUMON

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Philippines

PROFESSIONAL SUMMARY

Worked with office-based environment that requires diverse, technical and systematic procedures in areas of data collection and reporting, record keeping, answering various communications, and other related clerical and administrative functions. Nurtured with finance management experience particularly in bookkeeping and budgeting. Immersed in the agency's physical and financial target through involvement in its special projects.

WORK EXPERIENCE

Budget Assistant

Sep 2021 - Present

Department of Environment and Natural Resources • Lamut, Philippines

- Responsible for funding various claims. • Monitors and update the budgetary registry. • Prepares and indorsed monthly, quarterly and yearly budgetary and financial reports. • Incorporates data in the agency's over-all planning report. • Maintains regular filing of budgetary and financial records.

Administrative Aide

Jul 2021 - Aug 2021

Department of Environment and Natural Resources • Lamut, Philippines

- Receives and delivers internal and external communications to implementing and action units. • Prepares voucher and supporting documents for various financial claims. • Prepares inter-agency documents necessary for executive business travel. • Prepares office reports, indorsements and memorandum. • Answer direct and electronic internal and external clients' queries. • Maintains and scans reports and transmittals.

Bookkeeper

Jun 2019 - Aug 2019

Department of Environment and Natural Resources • Lamut, Philippines

- Checks the completeness and reliability of financial claims. • Process financial claims for payment and reimbursements. • Maintains and update financial records and registry. • Prepares list of due and demandable for monthly disbursement. • Scans paid vouchers and maintains filing of financial records.

EDUCATION

Accountancy

Aug 2019 - Jun 2020

Aldersgate College • Solano, Philippines

Accounting Technology

Jun 2015 - Aug 2019

Saint Mary's University • Bayombong, Philippines

SKILLS

- Knowledgeable and equipped in constructing correspondence and other communications.
- Experienced in dealing and answering clients queries.
- Can perform individually with minimal supervision but can also work productively in team.
- Proficient in Microsoft Office.