



Pascual, Jefelyn A.



**:#14 Galgerra Compound, Rd1 ext.
Diam st. Gen T. De Leon Valenzuela City
(Present Address)**



**#07 Chico Rd. Potrero, Malabon City
(Permanent Address)**



:0998-377-1939 / 0995-633-5925

:jefelynpascual@gmail.com

OBJECTIVE

To contribute to your company in the best way possible as well as enhancing own skills.



QUALIFICATIONS

Adaptable, honest, punctual, reliable, hardworking, and is fluent in English and Filipino.



PERSONAL INFORMATION

Birth Date: November 21, 1987

Age: 33 yrs. Old

Status: Single

Citizenship: Filipino

Mother's Name: Felipa Amago Pascual

Father's Name: Jesus Ermino Pascual



WORK EXPERIENCE

Sep 2021 **Skin Bloom Wellness and Beauty Clinic**
Oct 2021 In charge on processing business permits and other documents.

Jun 2020- **DELIVERY RIDER, MR.SPEEDY/ GRAB**
May 2021 In charge of shipping item from point to point, securing the quality of the received item from pick-up point to drop-off.

Aug 2019- **HR STAFF, CITY TRADE CONSTRUCTION SUPPLY INC.**
Mar 2020 Handling consignment company accounts (checking inventories, on site visit representative), Responsible on all government mandatory's documents, preparing vouchers and Manager's Checks, handling payroll, serving Memos, Accounting department coordinator.

Feb 2017- **HEALTH CARE ASSISTANT, SAINT ANDREW'S NURSING HOME**
Feb 2019 Providing quality health care for the elderly (Dementia Ward)

Mar 2016- **SECRETARY, CEO LIGHTING EXPERTS**
Jul 2016 In charge on online selling site, updating online ads. Creating layout for company ads. Updating data such as back job order, sales summary (daily/monthly), handled time card for payroll, assisting client via phone patch.

Jul. 2015- **ACCOUNTING STAFF / WAREHOUSE STAFF, WEST FUSION ENT.**
Dec. 2015 Updating daily sales data and inventory, handled payroll, prepared vouchers and sales invoices, editing photo for brochure for clients, checking fabric quality, updating fabric in and out inventory.

Nov. 2012- **SECRETARY, DELISH FOOD SERVICES INC.**
Jan. 2015 Prepared vouchers and sale invoices for clients, encoded and handled payroll, assisted in checking inventory, in charge of updating data on Quickbooks, contacted clients via phone dispatch, coordinated consignment clients and managed both petty cash and cash flows.



EDUCATION

2017→**Ascendo Consulting PTE. LTD.**

Singapore Food & Beverage Safety and Handling Policies and procedures

2012→**PREPRESS OPERATION, PHILIPPINE GRAPHICS & PRINT, TRAINING CENTER INC.**

5th floor Tesda Center Victory Central Mall, #717 Old Victory Comp. Rizal Ave., Monumento, Caloocan City

2011→**CAREGIVER (NCID), AUREATE TRAINING CENTER**

#2075 M.H Del Pilar St., Malate, Manila

2006 – 2009→**AMA BUSINESS EDUCATION INTERNATIONAL, COLLEGE OF BUSINESS & ACCOUNTANCY** (Caloocan Branch)

BS Information Management, 3rd year – 4th year

2004-2006→**OUR LADY OF FATIMA UNIVERSITY** (Valenzuela City Branch)

BS Information Technology, 1st year – 2nd year

2000 – 2004→**POTRERO NATIONAL HIGH SCHOOL**

Downwoody, University of the East Subdivision, Caloocan City



SEMINAR ATTENDED

2005 – 2007 **PHILIPPINE YOUTH CONGRESS IN INFORMATION TECHNOLOGY**

Information Technology Training Center, University of the Philippines

2006 **GLOBALIZATION AND INTERNATIONAL BUSINESS SEMINAR**

College of Social Work of Community Development, University of the Philippines



SKILL

Computer Literate: Knowledgeable in using MS Application such as: MS Word, MS Excel, MS Access, MS Power Point, MS Office Picture Manager. Have knowledge in Visual Basic Photo editing using Adobe Photoshop.

Non Pro Driver's License Holder. Restriction(1&2)



CHARACTER REFERENCE

| NAME | COMPANY | POSITION |
|-----------------------------------|------------------------------------|-----------------------|
| Ma. Vipvip Soleil M. Soriano (RN) | Cardinal Santos Medical Center | Staff Nurse |
| Regie M. Francisco | Fransico Ent. | Sole Proprietor |
| Jayson P. Pucio | Travel Managers International Inc. | Ticketing Officer |
| Trina Quito | Starland International School | Aesthetic Coordinator |

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

JEFELYN A. PASCUAL
Applicant