

# JONA O. ORATE

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**PROFESSIONAL:** Finance Assistant, Assistant Accountant, Secretary Maintenance Department, Customer Service Representative, Technical Support Representative, and Document Controller/Coordinator

## PROFESSIONAL SUMMARY:

A dedicated and organized Finance Assistant with a wide range of knowledge and almost 11 years of experience in providing exceptional service and outstanding output to different industries. Eager to join your company to offer my skills and abilities and be able to add value and high quality level of productivity to the company.

## SKILLS AND ABILITIES

- Attention to Detail
- Time Management
- Communication Skills
- Organizational Skills
- Interpersonal Skills
- Teamwork
- Flexibility
- Multitasking
- Data Management

## EXPERIENCE:

Etihad Airways | Abu Dhabi 2014-2017

**Position:** Finance Assistant

- Handled Monthly Airline Billing and Creating Invoices for 32 Other Airlines.
- Assisted in the Audit Process by providing information and data as per request.

Etihad Airways | Abu Dhabi 2012-2014

**Position:** Assistant Accountant

- Created and updated expense report.
- Aid accounting staff and department with daily accounting duties.
- Received and distributed mails and emails with the concern departments.

EAS ( Etihad Airport Services) | Abu Dhabi 2009-2012

**Position:** Secretary Maintenance Department

- Created daily and monthly reports for the General Manager.
- Organized files and appointments.
- Kept tracks of daily attendance and maintaining records of invoices incoming and outgoing for equipment.
- Arranged files and reports for scheduled audit using ERP system.

RMH/NCO GRP. Of Company | Manila, Philippines 2006-2007

**Position:** Customer Service Representative

- Handled Customer Billing Account for Microsoft Network
- Assisted customers in their billing problems and provided assistance in setting up their accounts for MSN.

Clientlogic Philippines | Baguio City, Philippines 2005

**Position:** Technical Support Representative

- Helped customer in resolving their email problems.
- Assisted customers in setting up their email (web-based/email client).
- Assisted in setting up home network ( both wired and wireless).

Cyber City Tele Services | Pampanga, Philippines 2004-2005

**Position:** Customer Service Representative for Infomercial Projects

- Provided quality service in selling products to customer via phone.
- Handled top 6 inbound Accounts.

Ledda Construction | La Union, Philippines 2002

**Position:** Document Controller/ Coordinator

- Created reports for the project manager.
- Responsible for incoming and outgoing correspondence.
- Prepared project reports, delivery reports, and invoices.
- Assisted the Quality control and Project Team in filing project documentation.

## **EDUCATION**

Saint Louis College | Philippines

Graduated: 2003

Bachelor of Arts Major in Public Administration