

# Mohanifa Mortaba, LPT

San Juan 1500 [mmorts07@gmail.com](mailto:mmorts07@gmail.com)

(+63)912 994 3883/906-181-1684



## Personal Details

SSS:35-2715638-2 Phil Health:20-20066455-5 PRC:1271829 SKILLS: MS Office,Organizational,Detail-Oriented  
TIN: 448-656-462 PAG-IBIG:1213-2849-7310 Religion: Islam Communication, Problem Solving,

## Work Experience

### 1. Clearing Staff & Property Custodian June-September 2021

2023, Al Amanah Islamic Investment Bank - San Juan

Monitoring Inward and Outward checks of the drawee.

- To validate client's signature on checks forwarded to the bank.
- Advise concern branches regarding technicalities of drawee's transaction

### 2. Educator & LIS Coordinator (JHS Department) March 2015 to June 2021

Saguiaran-LDS1-

**LIS Coordinator** JHS Department

- Responsible for issuing user accounts to advisers, ensuring student data is updated for reports.
- Maintaining the school's data in LIS/EBEIS, making sure all students are registered using the school register
- Providing technical support to advisers and coordinating with division staff on LIS/EBEIS submissions.
- Updating students records and finalizing every grade level during EOSY.
- Transfer IN/OUT students during mid of BOSY.

**Facilitator**, Junior

Grade 7 - Asya (ArPan)

8 - TLE

9 - English

10 - ESP

**Senior High**

ABM -Basic Accounting 1&2

-Fundamental Marketing

Minor -Understand Culture Society & Politics

-Empowerment Technology

### 3. Legal Secretary June 2005

to January 2009, MORTABA Law

- Answering calls, taking messages and handling correspondence.
- Maintaining diaries and arranging appointments.

- Notarizing, typing, preparing and collating legal documents
- Organizing hearings and set appointments to clients

### 4. Entrepreneur June 2000 to June 2018

Online Seller (booking airline ticket, cosmetics, RTW's, mobile accessories, foods)

## Education

### • Master of Arts in Educational Management (18 units) & Prof Ed. (TCP)

St. Peter's College - Iligan June 2013 to

October 2013, October 2012 to March 2013

### • Higher Degree in College of Law

Mindanao State University - Marawi June 2009 to

October 2011 (2 years)

### • Bachelor's Degree in BSC Management

MIC, Marawi City, June'05- April 2009

## Reference

☎ **JHANON SOBAIR** 0966-916-2026  
(Branch Manager, Al Amanah Islamic Bank)

☎ **ANIRAIN COROBONG** 0970-461-3280  
(Head, Saguiaran NHS)

☎ **NASRODEN BAGAY**  
(Staff, OKADA Manila)