

JOENI T. PARDINAS

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To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

EDUCATION

LYCEUM OF THE PHILIPPINES UNIVERSITY
INTRAMUROS MANILA CITY

B.S Hotel and Restaurant Administration
2009-2012

EXPERIENCE

First Continental Cargo Logistics Inc.

Room 201 Comfoods bldg. Cor. Chino Roces Ave. Makati City
Position: Encoder/Data Entry
October 2011- June 2017

Job description:

Preparing, compile and sort documents for data entry of delivery confirmation. Entering data into database software, excel, delivery portal and checking to ensure the accuracy of the data that has been inputted for billing and delivery purposes. Resolving discrepancies in information and obtaining further information for incomplete documents. Responding to information requests from authorized members

Personiv Manila

6F AEON CENTER BLDG., NORTHGATE CYBERZONE FILINVEST CORPORATE CITY ALABANG MUNTINLUPA CITY
Position: Web Auditor/Proofreader
July 2017- Dec 2018
Position: Graphic Artist
January 2019 - September 2020

Job Description:

Proofreaders catch spelling, grammar, and punctuation errors. We also look at the formatting to make certain all elements are included and appear as they should—spotting things like a sentence appearing twice or accidentally getting omitted, a headline failing to show as bold, or the date missing from a document.

Hinduja Global Solutions (HGS)

Address: C2GQ+PWM, Alabang, Muntinlupa, Metro Manila
Position: Customer Services Associates (CIGNA Healthcare)
October 2020- Feb 2021

Job description:

Health care customer service representatives supply individuals with details about the extent of their health insurance coverage. Health care customer service representatives typically work in call centers owned by or affiliated with health insurance providers.

Personiv Manila

6F AEON CENTER BLDG., NORTHGATE CYBERZONE FILINVEST CORPORATE CITY ALABANG MUNTINLUPA CITY
Position: Process Executive/Analyst (Digital Marketing Executive)
February 2021- Present

SKILLS

- Salesforce
- Microsoft Office (Excel, Word, Power point)
- Duda
- Front Office in Hotel Computer System
- EHR systems (Health care)
- Photoshop