



Joanne Del Rosario Paquerez

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Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Skills & Abilities

- Communication
- Professionalism
- Creativity
- Time Management
- Work Ethic
- Adaptability and ability to work under pressure with less supervision

Experience

RECEPTIONIST/SECRETARY | AL KHOURI MANPOWER SUPPLY (AL MUNTAZAH, DOHA, QATAR)

FEBRUARY 2018 – MAY 2023

- Meeting and greeting clients
- Answering calls, taking messages and handling correspondence
- Maintaining diaries and arranging appointments
- Logging or processing bills or expenses
- Develop and maintain a filing system
- Check frequently the levels of office supplies and place appropriate orders
- Make travel arrangements
- Maintain confidential information/complaint
- Keeps a safe and clean reception area by complying with procedures, rules, and regulations.

BANK TELLER | NEW RURAL BANK OF SAN LEONARDO (NE), INC. PHILIPPINES

JUNE 2016 – APRIL 2017

- Assisting bank clients with routine financial transaction

- Opening new accounts and helping with loan applications
- Maintaining and balancing cash drawers
- Handling withdrawals & issuing money orders or cashier's checks
- Recording transactions, which involves logging checks and preparing transaction reports
- Counting and packaging currency
- Keeping customers' personal information confidential
- Communicating with other bank team members
- Promoting the bank's products and services

Education

TERTIARY | JUNE 2012 - APRIL 2016 | NUEVA ECIJA UNIVERSITY OF SCIENCE AND TECHNOLOGY, PHILIPPINES

- **Bachelor of Science in Information Technology**
Major in Web Application Programming

Personal Information

Born August 09, 1994, Filipino Citizen, 28 years old, Single