



Jonah Jane Siaboc

Personal Data

- Age: 28 years old
- Birthday: August 17, 1997
- Sex: Female
- Status: Single
- Height: 5'3"
- weight: 64 KG.

Education

(2011 – 2014)

MABINAY NATIONAL HIGH SCHOOL

1st Honorable Mention Awardee

(2015 – 2018)

NEGROS ORIENTAL STATE UNIVERSITY

Bachelor of Science in Business
Administration

Human Resource Development

Management Major

Presidential Academic Awardee

Experience

(2018 – 2025)

**AUDIT ADMINISTRATIVE (AUDIT- EXPENSE DEPT.)
Rusco Motors Inc.**

- Reviewed and audited employee expense reports, invoices, and reimbursements, ensuring full compliance with company policies.
- Entered and maintained accurate financial data in accounting systems, preparing expense summaries and audit reports.
- Coordinated with employees, vendors, and finance teams to resolve discrepancies and support internal/external audits.
- Achieved a near 100% reduction in expense reporting errors through diligent review, process improvements, and staff coordination.
- Computed and checked the overtime expenses of all 100+ branches and outlets.
- Completed a lot of complicated works.


About Me

I love learning and discovering new things so I'm looking for a position where I could develop more of it and also utilize my knowledge, skills and my 7 years of working experience for the better growth of the company.

Contact

 +971 564310942

 jonah17jane@gmail.com

 12 Street, 69 villa Backside
Al Maya Satwa, Dubai

Qualification

- Philippine Civil Service Exam Passer
- 7 years of working experience
- Exposed and interacted with a wide variety of personality
- Exceptionally versatile and adaptable
- Dedicated and hardworking individual

Language

- Filipino
- English