

JIRA ANN MAE ARTESANO

Brgy. Tabugon Kabankalan City

Mobile No. 09065045365

Email Address: jayjam2017@gmail.com

PERSONAL DATA:

Date of Birth	:	April 8, 1991
Place of Birth	:	Kabankalan City
Civil Status	:	Single
Gender	:	Female
Nationality	:	Filipino
Height	:	5'5"
Weight	:	75 kg.
Religion	:	Roman Catholic

Educational Attainment:

College: Carlos Hilado Memorial State College (Bachelor of Science in Business Administration-Major in Management Accounting) SY: 2010-2011

Highschool: Tabugon National Highschool SY:2006-2007

Elementary: Tabugon Elementary School SY: 2002-2003

SPECIAL SKILLS:

- Computer Literate on Windows application, Microsoft Office, Excel, Quickbooks , etc.
- Good Communication Skills both Oral & Written
Accounting skills, Accounts payable and receivables, Bookkeeping, auditing, admin payroll etc.

WORK EXPERIENCES:

Customer Service Representative

Techno Interface Call Center Philippines May 2011-June 2012

- Health care account, do outbound and inbound calls
- Offering diabetes supplies to customer
- Follow up customer check healthcare or medical insurance
- Sales and admin tasks

Bookkeeper

Negros Women for Tomorrow Foundation Inc. Bacolod City (Nov. 2012-April 2014)

- Prepares daily cash position report
- Prepares petty cash fund and liquidation.
- Audit the cash versus cashier to be deposited on the bank everyday.
- Prepares monthly financial reports like Trial balance, General Ledger, Income Statement and Bank reconciliation.
- Prepares monthly adjustment and bank reconciliation.

Accounting Staff (Accounts Payable and Accounts Receivables)

Health Wealth International Corp- Greenfield District Mandaluyong City (Jan.2015-Dec.2016)

- Check supply purchases and check the amount to be paid prepare check to pay the suppliers.
- Receives and double check cash report from cashier everyday to be deposited on the bank.
- Audit supplies from the warehouse
- Prepares petty cash fund and monthly expenses report
- Prepares monthly financial statements and bank reconciliation.
- Check all utilities ,office supplies and miscellaneous to be paid and prepares check to pay it.

Accounting Staff

Jeco Real Estate Development Corporation Bacolod City (Feb.2016-June 2016)

- Verify and compute commissions if all correct to be paid to brokers.
- Prepares petty cash fund and liquidation.
- Verify # of days that the employees had worked and verify the amount of pay to be paid every 15th and 13th of the month.
- Input daily cash in report from quick books
- Check all rentals, utilities , expenses and miscellaneous and prepares check to pay it from quick books.

Customer Service Representative Technical and Billing
Convergys Bacolod City (May 2016-April 2019)

- Assist customer to do basic trouble shooting in their TV, internet, phone and home security service
- Verify the details on the bill of every customer
- Verify outage and technical issue or maintenance on area to generate credit on bill.
- Explain the changes of the bill every year as programming cost taxes and fees change
- Trouble shooting applications issue like facebook, youtube and etc.

Customer Service Representative Technical and Billing
Transcom Worldwide Phils. Inc. Bacolod City (April21,2019-April 2024)

- Assist customer to do basic trouble shooting in their TV, internet, phone and home security service
- Verify outage and technical issue or maintenance on area to generate credit on bill.
- Explain the changes of the bill every year as programming cost taxes and fees change
- Verify the current package of the customer and look for better packages to be offered to customer to lower bill.
- Scheduling technician appointment and do customer follow up to verify appointment
- Sales agent offer xfinity mobile other xfinity services, talk to customer about packages close deal.

ACHIEVEMENTS:

- Deans List College (1st year college)
- Highschool (5th Honorable mention)

CHARACTER REFERENCES:

Jeco Development Corporation: 624-435-2565/624-434-0129

Rowena Dumala-ug : Branch Manager Negros Women for Tomorrow Foundation Inc. 09695038412

Ms. Ella Bachita Manager Jolibee Corp – 434-7381/ 434-7382

Ms. Shiela Diamsay Acctg Supervisor Health Wealth International Corp -09304202889

Ms Mary Emmelain Jumayao–Transcom Supervisor-09209836408

