

## JOANNE CAVEIRO TAPIZ

tapizjoanne@yahoo.com



**Mobile No.:** 0502646218/0522109517

**Date of Birth:** 23 JANUARY 1985

**Address:** Al Nahda, Sharjah, UAE

**Passport No.:** EC1253443

**Valid until:** 28 MAY 2019

**Career Objective:** A highly talented individual with experience in performing a variety of general office clerical duties and providing secretarial support service for administrative functions.

**Skills:** Computer Literate

### **Education:**

Saint Paul School of Business and Law Inc.  
Palo, Leyte, Philippines  
Bachelor of Science in Accountancy (Undergraduate)

Calbiga National High School  
Samar, Philippines  
Diploma in Secondary Education

### **Employment Record:**

ATC BUILDERS

#### **Office Staff**

Tacloban City, Philippines  
May 2007 – June 2010

#### Duties and Responsibilities

- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
- Collect, count, and disburse money, do basic bookkeeping and complete banking transactions.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Manage transportation of supplies or materials appropriately to various departments and clients.
- Handle travel arrangements and expense reports for staff.
- Take and deliver messages.

NATIONAL GRID CORPORATION OF THE PHILIPPINES

**Security/Office Staff**

Ormoc City, Philippines

December 2010 – July 2011

Duties and Responsibilities

- Prepares voucher.
- Prepares hotel accommodations, travel orders & itinerary of travels.
- Coordinates with PNP/AFP, LGUs & Brgy. Officials regarding Info Disseminations and Security Drills.
- Updates Augmentation forces and Security Guards status.
- Logs all incoming and outgoing reports and Memos.
- Prepares Communication Letters and other related office and paper works.

CALBIGA NATIONAL HIGH SCHOOL

**Encoder/Clerk**

Samar, Philippines

January 2013 – September 2014

Duties and Responsibilities

- Perform clerical activities of a school to support principal, teachers and administrative staff.
- Assist and support school principal in running the school successfully.
- Maintain, manage and organize instructional material, tools, kits and equipment.
- Performs many different administrative tasks such as word processing, filling out paperwork, and maintaining records and files.
- Responsible for storing and filing completed information and maintaining records of work tasks and completed documents.

H4L Real Estate

**Accounts Assistant**

Dubai, UAE

November 2014 – May 2016

The accounts assistant is responsible for assisting and providing support to the accounts department of a company. This includes a wide range of clerical and accounts-related tasks, such as filing, bookkeeping, handling calls, among others

Duties and Responsibilities

- Maintaining the payment vouchers, deposit slips, and deal paper files.

## Curriculum Vitae

- Coordinating with agents with regards to submission of commissions and related paper works.
- Checking and keeping agents' commission files and sales reports.
- Preparing deposit slips for commissions and sending them to bank.
- Generating month end reports for accounts;
- Close and accurate monitoring of the company's accounting transactions in excel sheets;
- Making correspondences as per the requirement of the Accounts Manager (Salary Certificates, Account Opening Request, Receipt, Invoices etc.)
- Assisting the accounting manager with any duties as required.

I hereby affirm that all the information mentioned in this document is true and verifiable at any point of time

A handwritten signature in black ink, appearing to read 'JOANNE TAPIZ', with a stylized, cursive-like script.

JOANNE TAPIZ