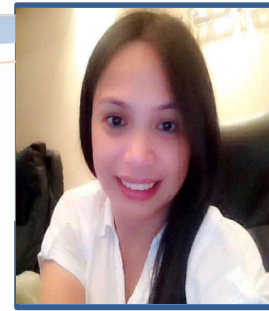


## **JAZEL B. BOSING**

Flat 1 Entrance 25 Abi Hurairah Avenue 0304 Central Manama  
Capital Governorate Kingdom of Bahrain

[bosingjaz@yahoo.com](mailto:bosingjaz@yahoo.com)/[Jazel0228@gmail.com](mailto:Jazel0228@gmail.com)

Cp # 0973-38305131



### **Objectives**

**To be part of a company that would enhance my skills and ability as an individual wherein I can use my capabilities for my personal growth and desire to help in your company achieve its goal as whole.**

### **Secretary / Procurement Officer**

June 2016 to June 2020

**PAYTABS LLC THE HOLDING COMPANY**

**Juffair Kingdom of Bahrain**

- Handling Purchase Order, Invoices, Request item
- Run GRN for the PO Invoices Received
- Book Invoices in the System for payment
- Handling Annual ticket for Staff
- Handling Credit Card
- Reconcile Invoices for Credit Card
- Responsible for all PO's
- Checking quotation for every request item to compare for other vendor
- Negotiating Contract terms of Agreement and pricing
- Researching potential vendors
- Prepared Bank Statement for Credit Card
- Prepared Monthly Report for Credit Card and Reconcile in the System
- Responsible for ordering Stationery and Office Supplies
- Maintain Supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies.
- Carry out administrative duties such as filing, typing, copying, binding, scanning
- Organize travel arrangements for senior managers and Staff
- Submit and reconcile expense reports
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Coordinating repairs to office equipment and Arranging Couriers
- Greeting and assisting visitors to the office.

## Secretary / Receptionist

Jan 2015 – April 2016

**IMPACT ESTATE COMPANY**

**Seef Area Kingdom of Bahrain**

- Handling Booking
- Handling guest complaints and hand over to the attention of Manager
- Sending emails / daily reports
- Filling documents and admin work related
- Organizing Sales List
- Maintain and develop relationship with existing customers in person and via telephone calls and emails
- Respond to incoming email and phone enquiries
- Booking meetings
- Arranging couriers
- Answering and forwarding phone calls
- Prepare and disseminate correspondence, memos and forms
- Check frequently the levels of office supplies and place appropriate orders

## SALE EXECUTIVE

AUG 2011- DEC 2014

**LITTLE PRINCESS**

**Seef Mall Kingdom of Bahrain**

- Report to management team
- Prepare and present reports
- Track and monitor sales
- Maintain par stock of mis in-place and request for stock if necessary
- Inventory every day and checking the stocks or items
- Achieved targets sales / doing cashiering function
- Prepares reports by collecting, analyzing, and summarizing information.
- demonstrating and presenting products.
- promote a company's products or services through excellent customer service.
- welcome customers, guide them through the products, answer questions and make sure guests have a pleasant experience.

## OFFICE CLERK

May 2003- Sept 2009

## **Casual Local Government Unit Treasury Office**

Conner Apayao Province 3800 Philippines

- Responsible for collecting tax for every Barangay's
- Prepare bank statement
- **Assist in making accounts receivables collection calls and in setting up payment terms for clients**
- **Develop an efficient invoice filing system that the entire department can use to keep track of current and archived invoices**
- Maintain, manage and update treasury databases

Prepare and log minutes of the treasury meetings and conferences

## **FRONT DESK / SUPERVISOR**

Feb 2000- Feb 2003

### **HOTEL IVORY AND CONVENTION CENTER**

Tuguegarao City Philippines

- Register guests collecting necessary information (like contact details and exact dates of their stay)
- Welcome guests upon their arrival and assign rooms.
- Manage online and phone reservations
- Responsible for handling cash matters inclusive Credit card payment
- Checking/ Inspect Rooms and conference Rooms
- Achieved targets and object set by the management
- Receiving calls incoming and outcoming/ emails
- Setting goals for performance and deadlines in was that comply with company's plans and vision
- Supervising Front desk Operation
- Manage Hotel Staff
- Maintain the Hotels Inventory and order new items as needed
- Organizing workflow and ensuring that employees understand their duties delegates tasks
- Manage online and phone reservations.
- Inform customers about payment methods and verify their credit card data

## **EDUCATION:**

### **CAGAYAN COLLEGES TUGUEGARAO PHILIPPINES**

**Bachelor of Science in Commerce Major in Banking and Finance –  
2000**

## AMA COMPUTER

### 6 Months Training

#### Skills:

Expert knowledge of operating Tally System Optimum, Xero, Sabre  
Computer Skills: MS Office, MS Excel MS word Power Point  
Inventory Control, Administrative Skill, Financial Skills, Supply  
Managemen

#### Awards Received:

Employee of the month -Little Princess 2011  
Achievement Award = Paytabs 2018

#### TRAININGS:

General Security Awareness – Paytabs Bahrain  
Survey and Household Assessment – Department of Social Welfare Development  
Philippines  
Survey National Census – National Statistic Office Philippines

#### REFERENCES:

Mrs. Elham Mattar  
Paytabs - General Manager  
Mobile # 39698702

Mr. Punit Thakker  
Paytabs - Senior Vice President  
Global Business Development & Strategy  
Email: Punit@paytabs.com