

JONALYN B. SOLAYAO

Flat 202, Building 102, Sheik Abdulla Ave.

Manama, Kingdom of Bahrain

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I. JOB OBJECTIVE:

To acquire a challenging and exciting position with a fast-growing Company or Organization that offers a stable and positive atmosphere in which I can share and enhance my knowledge and skills in the best possible way for achieving the Company or Organizations Mission and Vision as well as in my chosen profession.

II. EDUCATIONAL BACKGROUND

College Education Asian

Institute of Computer Studies AICS

Caloocan Manila Philippines

SY: 2003-2005

Secondary Education

Dalandanan National High School

Valenzuela City Philippines

SY: 1999-2003

Primary Education

Dalandanan Elementary School

Valenzuela City Philippines

SY: 1992-1999

III. KNOWLEDGE & SKILLS

- Microsoft Office Application:
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Power Point Presentation
- HR Choirs
 - LMRA
 - GOSI
 - SIJILAT
 - CPR Appointment
 - Medical Appointment
- Fast learner and can work under minimal supervision
- Can work under pressure

IV. PROFESSIONAL HISTORY

Full Circle W.L.L. / JetpetGlobal

Admin Assistant/Pet Relocator Specialist

17th March 2019 – Present

- Outlook, telephone handling
- Email correspondence
- Admin duties managing all the office related jobs
- Dealing with AVI cargo agent
- Dealing with International pet relocator agent
- Dealing with Government formalities in LMRA, GOSI, SIJILAT, CPR appointment, BAS badge application, Medical appointment, etc.
- Preparing quotations, invoices, LPO's.
- Dealing with client's queries and complaints

Vadigen Hotel Management

Secretary/HR/Admin

10th June 2014 – 15th March 2019

- Secretarial duties with proper files documentation.
- Correspondence.
- Letter drafting.
- Outlook, Telephone handling.
- HR related duties.
- Dealing with all formalities in Bahrain Particular in LMRA, GOSI, CPR appointment, Medical appointment, etc.
- Admin duties managing all the office related jobs.

Ozone Entertainment

Guest Relation Officer

Receptionist/ Cashier

Sept. 2013 to May 2014

- Attending the costumer's query and complains.
- Guiding the costumers to the games requested.
- Attending the cashier counters.
- Attending the bowling section.
- Attending the Bar, Billiard and consoles section
- Attending the laser tag section

FSE Design S.P.C

Accounting & Admin Assistant
Manama, Kingdom of Bahrain
January 2013 to Sept. 2013

- Arranging manpower Supply
- Applying Visas
- Time Keeping
- Making salary sheet
- Making Invoices and quotations
- Follow up all the payments
- Follow up all the quotations forwarded

Avon Cosmetics Inc

Accounting & Cashier registrar
Taft Avenue Manila Philippines
May 2006-December 2011

- Encoding the products
- Take the total sum of purchased item
- Receiving and giving exact change money to the costumer
- Conduct EOD
- Final tally of the total sales every day
- Surrender the money to the accounting

V. PERSONAL INFORMATION

Date of Birth	:	April 08, 1986
Place of Birth	:	Manila Philippines
Civil Status	:	Single
Citizenship	:	Filipina
Religion	:	Roman Catholic
Gender	:	Female
Languages/Dialects	:	Tagalog, English (fluent), Arabic (Basic)
CPR number	:	860455017

References will be given upon request.

I hereby certify that the above information was true and correct to the best of my knowledge and beliefs.

JONALYN B. SOLAYAO