

ROMABELLE JAWED

CORPORATE SECRETARY

📍 15 Kabihasanan St. Brgy. Caniogan, Malolos, Bulacan

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✉ romabellejawed@gmail.com



CAREER OVERVIEW

As a professional, I manage my corporate secretarial duties like sorting and sending mail to our clients and heads. To keep the office tidy and updated for my colleagues. As well as, finalizing payroll and distributing of salary to the employees.

EDUCATION

Bachelor of Science in
Tourism Management
Bulacan State University | 2015

SKILLS

- Knowledgeable to Microsoft Office
- Organizational skills
- Strategic planning and scheduling skills
- Time-management skills
- Adaptability and willingness to learn new skills

REFERENCE

Alma Mae Mendoza

ADMIN MANAGER

almamaemendoza@gmail.com

+63 917 458 6568

EXPERIENCE

Corporate Secretary

ADL Global Solutions, Inc.
January 2021 - July 2022

- Sorting and organizing all the important documents of the company
- Sending emails to the client and updates to the employees.
- Plan and schedule meetings and appointments
- Finalizing payroll and distributing of salary to the employees.

Dining Staff

Gerrys Grill Restaurant and Bar
August 2019 - August 2020

- The face of the restaurant
- Tidy up the place before it open.
- Taking orders and serving the food of the Guests
- Ambassador and assist the head when it comes to guest complains and satisfaction.

Cashier

Mercury Drug Corporation
December 2016 - July 2019

- Cashiering Procedure
 - Organizing and refilling
 - Securing, posting and updating of vouchers or promo
 - Make sure at the end of the day money is tallied properly no over or short
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