Joana Marie Narido

IT Admin, Project Manager, Personal Assistant, Bookkeeping

CONTACT

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Ajman

EDUCATION

Bachelor Degree in Computer Science

DMMMSU-SLUC Phillipines
2005 - 2009

EXPERTISE

- Admin
- Project Management
- Bookkeeping
- Data Entry

SKILLS

- Ability to manage multiple concurrent deadlines
- Excellent organizational skills
- Exceptional attention to details
- Ability to delegate tasks to manage workload.

NATIONALITY

- Philippines

NATIONALITY

LANGUAGE

- Filipino | English

WORK EXPERIENCE

Personal Assistant — 2023 - present

Authentic Baked Goods l Ajman

Manage daily sales and cash flow statement; Manage Purchase Orders, Bills, Expenses, Sales; Petty Cash, Product delivery and inventories; Manage Foodics Portal, Talabat Portal, Staff biometrics and Al ansari Portal; Prepare and process payroll reports of the staff; Direct reporting to the management; Assisting staff concerns and addressing issues. Response to the customer's feedback (Company Google Profile); Manage Menu Management for POS and Talabat. Ensure all billings are well accounted and paid on time. Manage the timekeeping of the staff; Prepare memo's of the company.

Admin Assistant — 2022 - 2023

Fitness Ladies Gym l Ajman

Register new staff in biometrics; Manage the timekeeping of the staff; Manage Purchase orders, Bills, Expenses, Invoicing, Refunds, Petty Cash, Product delivery and Inventories; Manage gym operations, salon and cafe daily sales and cash flow statement.; Manage ERP system and Portal Web Application; Implement and developed new system features for system improvements; Assisting staff concern's and addressing issues encountered in the system; Processing payroll reports of the staff and freelancers; Ability to manage multiple responsibilities at once by focusing in one task and while keeping track of others; Assisting manager in doing other reports such as memo, gym offer and promo's; Communicate to accountant (local) and handle accounting report needs; Assisting IT (3rd party) in testing and updating the system; Direct reporting to the management.

Internship as Freelance Bookkeeper — 2022

Digital Byte Financial Services l Germany

Generating Estimates & Invoices; Ageing of AR / Statement of Account Management; Manage Purchase Orders & Bills; AP Management (Monitoring & Payment); Bank Feeds Categorization; Bank Reconciliations; Inventory Management; Management Reporting.

IT Admin and Project Management Supervisor — 2016 - 2020

SM Lifestyle Entertainment Inc l Pasay, Philippines

I(T Admin). Handles opening branch/ Renovations IT Requirements, coordination and documentation; Processing all computer and peripherals requisition form requests from all SM Cinema and SMLI branches, monitoring and seeking approval to the management.; Ensures all billing invoices related to opening / renovation IT equipment and projects proposal are well accounted and paid on-time. (IT Project Management). Worked on various projects involving an online ticketing system and accounting report enhancement, as well as day to day project coordination, planning, system testing and implementation across multiple teams.

Export Coordinator — 2010 - 2016

Allegro Microsystem Phils. Inc l Paranaque, Philippines

Assist supervisor for the timely documentation of products for export; Responsible for coordinating with forwarder pick up of cargo and other shipping requirements, in charge of updating shipment details in Oracle system; Ensure all billing invoices related to export are well accounted and paid on time; In charge to prepare the certificate of origin for selected Korea customers; Prepares Airwaybill for UPS, DHL and TNT courier.; Promoted from Export Clerk to Export Coordinator.