

Jennifer Lit



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Address

Street 11 Building 212
Discovery Garden Dubai

SKILLS

Computer skills Communication
Teamwork Attention to detail Flexibility



LANGUAGES

English- above average Tagalog- native

ACHIEVEMENTS

INTERESTS

Art Listening to music Travel
Community Service Social hobbies

OBJECTIVE

To acquire a responsible and challenging entry-level position that will utilize my education and skills. To obtain a position that will help me expand my knowledge and offer opportunities for my professional and personal growth and development experience.

REFERENCE

01/06/2019 | Clerk cum Receptionist

- 5/01/2024

City Government of Lipa Philippines

- Handling queries and complaint via phone, email and general correspondence
- Sorting other documents and distributing it to appropriate person
- Answering telephone calls and redirecting them to other employees when appropriate
- Issuing business permit and certification
- Monitoring office supplies and reporting when stocks level are low to office treasurer
- Greeting visitors

01/07/2018 | Treasurer

- 15/3/2019

Brgy. Inosluban

- Collecting and issuing official receipts for taxes or payments accruing to the brgy. treasury
- Disbursing of funds in accordance with the procedures prescribed by law
- Providing an inventory of all brgy. assets under hi/her custody and other duties as may be prescribed by law or ordinance
- Receive payment by cash, check and voucher
- Issue receipts and refund
- Does computer works including encoding and preparing of monthly reports

2/11/2017 | Cashier

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30/6/2018 PKI PEMCO Pilipinas Kyohritsu Inc.

- Receive payment by cash, check, credit cards, voucher or automatic debits
- Issue receipts, refunds, credits or change due to costumers
- Count money in cash drawers at the beginning of shifts to ensure that there is adequate change

14/3/2007 - | Secretary

29/10/2007

Batangas Dairy and Multi- Purpose Cooperative

- Prepares payroll of employees every month
- Prepare payments for SSS, Philhealth, Pag-ibig, BIR etc.
- Responsible for encoding of data of cooperative and employees
- Perform secretarial functions such as receiving of incoming and outgoing calls, messages, email, typing, filing of documents
- Prepare minutes of meeting
- Coordinates with different members and suppliers of coopetative

02/02/1998 | Clerk II cum Administrative Assistant

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31/12/2003 Provincial Cooperative Development Offive

- Gathers data on cooperative
- Prepare monthly payroll of employees
- Responsible for encoding the records of cooperative and employees
- Schedule and coordinate meeting
- Prepare communication such as

memos, emails, invoices, reports and other correspondence • Answer phones and greet visitors

EDUCATIONS

1995 | [Lyceum of the Philippines University Batangas](#)

Bachelor of Arts in Mass Communication

89.5

ADDITIONAL

Place of Birth : Lipa Maternity House Sex: Female Civil Status: Married Religion: Roman Catholic