



Pollen Joy G. Perlado

• OBJECTIVE

To secure a challenging role in a professional environment, utilizing my educational background, strong work ethic, and willingness to take on new responsibilities to contribute to the success of the company.

• EDUCATIONAL ATTAINMENT

TERTIARY

ISABELA STATE UNIVERSITY - CAUAYAN CAMPUS

BSBA major in Financial Management

San Fermin Cauayan City Isabela

Year Graduated: 2018

SECONDARY

LFG - DIAMANTINA NATIONAL HIGH SCHOOL

Diamantina, Cabatuan Isabela

Year Graduated: 2010

PRIMARY

CALAOCAN CABATUAN ISABELA

Calaocan, Cabatuan Isabela

• WORK EXPERIENCE

FREELANCER

November 2023 - Present

- I do admin jobs for people who needs my expertise part time. Any admin job.

SECRETARY ASSISTANT

Some Clinic

August 2022 - November 2022

- Secretary Assistant: I do daily reporting to a doctor, write on a prescription, daily reports, monthly reports to accountant and balances.

SUPERVISOR

Petron Corporation

January 2019 - August 2022

- As a supervisor, I did manage 2 gasoline stations, make payrolls, and filed everything for our accountant. Im also responsible in generating payment stages and paying employee benefits. I am task to wrote on our books (sales and expenses). I'm an all around employee here.

CONTACT

📞 09268786546

✉ pollenjoyp@gmail.com

📍 Bonifacio Global City, Taguig

PERSONAL INFORMATION

- Age :29 y/o
- Birthday : August 29,1994
- Birthplace : Antiago City Isabela
- Gender : Female
- Civil Status : Single
- Nationality : Filipino
- Religion : Iglesia Ni Cristo
- Height : 5'6
- Weight : 80kgs

SOFT SKILLS & PERSONAL ATTRIBUTES

- Adaptability
- Attention to detail
- Positivity
- Customer service
- Decision making
- Leadership
- Empathy

MAIN SKILLS

- Writing
- Project Management
- Accounting and Data Analysis
- Typing and Editing

REFERENCE

09264613754

Moana Rhea Monar Toledo

Finance Professor

Isabela State University Cauayan City

Campus, Cauayan Isabela

I hereby confirm that all the facts stated above are accurate to the best of my belief.

POLLEN JOY G. PERLADO
APPLICANT