



VIVIAN MAE JUMBAS


Profile

Dedicated and results-oriented professional seeking a challenging role where I can leverage my experiences and knowledge. Committed to achieving excellence through a proactive and solutions-driven approach.

Work Experience

 +971-585089267

 Jvivanmae@gmail.com

 KM Trading Building,
Electra Street, Abu
Dhabi, Uae.

Education

Bachelor of Science in Information Technology

Colegio De La Purisima Concepcion
2014-2015

Secondary

Saint Catherine Academy
2010-2011

Expertise

Public Service
Computer
Multitask
Creativity
Leadership
Management Skills

Language

English

Filipino

Basic Arabic

2024

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2022

Concept Online Store

Sales Coordinator, UAE Cum Staff in Charge

- Making online orders thru our online website.
- Manage gathering, printing, pricing and packing orders.
- Manage the deliveries of goods.

2021

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2019

Cebuana Lhuillier Inc.

Branch Service Associate III

- Teller, Vault Custodian and Gold Appraiser.
- Reconciled cash/cheques against computer records at the end of shift.
- Assisting auditors in identifying information necessary to complete audit activities.

2018

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2015

Provincial Government of Capiz

Legislative Service Associate

- Manage sending emails, fax and handling incoming and outgoing correspondence.
- Manage confidential documents, cash vouchers and encoding.

2015

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2014

Philippine Airlines

On the Job Trainee

- Assisting in ticketing office, releasing and refunds.
- Check-in counter assistant, baggage claim assistant.
- Boarding and Arrival Announcer.