

DAISY JANE ESPAÑA

MANAGEMENT ASSISTANT

 +63 915 589 7320

 daisyjespana28@gmail.com

 392-F Escario St.,
Kamputhaw Cebu City

PROFILE

I have experienced working with logistics and freight forwarding company for almost 4 years.

SKILLS

I have good communication skills in English. I can work with a team, computer literate and knowledgeable enough in working with MS Word and Excel. I have good interpersonal skills.

EXPERIENCE

MANAGEMENT ASSISTANT

ECU WORLDWIDE

- Assists customers in tracking their cargo
- Monitoring all emails regarding transshipment schedules for all POD
- Collects transshipment rate from different hubs
- Making reports for Daily Volume in LCL and FCL

ASSITANT ACCOUNTING

FRANCHISEE OF CHOWKING FOODS CORPORATION

- Making Daily sales report
- Preparing Documents like journal, balance sheet and trial balance
- Making payroll for the staffs and crew

INTERNSHIP

R. TALABA ACCOUNTING FIRM

- Encoding taxes of the clients
- Preparing Journals and Balance sheet

EDUCATION

SECONDARY SCHOOL

Talamban National Highschool
2009-2014

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MANAGEMENT ACCOUNTING

UNIVERSITY OF CEBU
2014 - 2018