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**Profile:**

Responsible for obtaining results through the sales team by developing the team through motivation, counseling, skills development and product knowledge development.

Manage the sales administration function, operational performance reporting, streamlining processes and systems wherever possible, and maximizing business relationships and creating an environment where customer service can flourish.

Assist in the development of the annual marketing plan, realistic costs of operating the sales force; and sales promotion programmed plans.

Implement appraisal system that describes the responsibilities and performance standards for each member of the sales team, set individual territory sales and commission targets and administer the commission plan.

**Objectives:**

My goal is to be associated with a company where I can utilize my skills and gain further experiences. In addition, I want to enhance my capability and to contribute towards the company’s growth. I considered myself a reliable, trustworthy, conscientious, talented and result-oriented professional. I am capable of multi-tasking and capable of generating quality results under strict timeline and pressure.

**Experiences:**

**Data Entry Operator**

**Negros Women Finance Company April 2015 -June 2016**

* Track record of 85% and above data encoding.
* Complete emphasis on the accuracy of the information.
* Prepare daily service standard report.
* Maintain and update data.
* Ensures strict confidentiality of clients record.
* Attention to detail.
* Research and obtain further information for incomplete documents.
* Input client’s data by inputting text based and numerical information from source documents.
* Compile and sort information according to priorities to prepare source data for computer entry.
* Update data and delete unnecessary files.
* Maintain own office equipment and stationery supplies.
* Check complete work for accuracy.
* Records data by operating data entry equipment, coding information, resolving processing problems.
* Research and retrieve request data.

 **Executive Secretary Negros Women Finance Company April 2013 – March 2015**

* Managing and creating appointments as per the available schedule.
* Writing minutes of the meeting and circulating it to the concern officials.
* Drafting official communication for the external bodies & internal memos
* Arranging the meeting room and follow up on the attendance.
* Pre -arrangement of the conference room for the necessity of the required meetings.
* Final screening of all the official communication sent to the external bodies.
* Facilitating all the travel requirements for the internal and external bodies of the company.
* In charge of filling the documentation as per the ISO.
* Handling all the incoming and conference calls for the management.
* Responsible for the internal notice board and office desk decor.
* Purchasing all required stationeries for the office staff.
* Encoding of the Vendor bills and dispersement of their cheques log sheet.,
* Encoding all the bills in the finance departments system to be reimbursed at the time of salary.
* Entering all the office staffs personal records and their leave status in the
* system after the manual approval of their HOD.
* Company registration in all the events
* Responsible for all the couriers inbound and outbound
* Assisting HR department in day to day related task from the management
* Responsible and accountable for the company’s internal new letter, and the content published

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**Executive Competencies:**

Consults on analyzing customers' sales history, sales cycles, and buying patterns.

Cross-Cultural Work Environments capabilities

Microsoft Word, Excel, PowerPoint and CESUCO

**Administrative Skills:**

Maintain the proper filing system according to ISO standards both soft and hard copies

Tracking of debit notes and credit notes to suppliers & customers

Follow up on the AC statement for vendors, suppliers and customers

Monthly reporting on damages /non-moving / ageing of debit notes to high level management.

* Follow up the deadlines dictated or agreed between management
* Continues update of the MOM, along with the progress.
* Responsible for designing the company communication tree.
* Accountable and responsible for the induction of the new admin vendors.
* Contact individuals to be interviewed at home, place of business, or field location, by telephone, mail, or in person.
* Assist individuals in filling out applications or questionnaires.
* Prepare and present summaries and analyses of survey data which uses different kind of methods and techniques and results.
* Review, classify and record survey data in preparation for computer analysis.
* Quarterly doing reports to be submitted to the Supervisor.

**Receptionist**

 **Department of Budget Management (DBM) May 2012 – March 2013**

* Responsible for completing the follow-up survey for the company.
* Entertaining all the walk in clients, job seekers and vendors.
* Maintain cooperate working relationship with internal co-workers and external clients.
* Answer, screen, and prioritize incoming diverted telephone calls. Relay accurate and complete messages to appropriate individuals. Track issues requiring action or follow-up.
* Maintain confidentiality information related to employees and the company.
* Work closely with travel department for all travel bookings.
* Updating the track record of the incoming personal and official parcels.
* Directing all the companies’ couriers to the relevant branches.
* Responsible for assigning the parking space after the approval of admin.
* Monthly updating the front desk cost sheet (flowers, Newspapers etc.).

**A.B.E Campus School Registrar on the Job Training**

**Bacolod City November 2011 – March 2012**

**Highlights:**

* Support the staffs of the school registrar of the overall responsibilities.
* Maintains and files the academic records of all students and implements the registration process for classes.
* Coordinate with the Head for the responsibilities that needs to be encoded.
* Review and resolve scheduling conflicts.
* Keeps all the records of all college classes and curriculum prerequisites.
* Compile enrollment statistics and scholarship eligibility.
* Attend work, do the job and follow the Supervisor instructions and school rules, regulations and guidelines.
* Follow the workplace health and safety and code of conduct workplace rules.
* Take such initiative in solving problems or difficulties and oftentimes consulting it to the Supervisor to maintain the brand value of the School.
* Encode some reports on necessary basis.
* Complete the required Training Hours as indicated in the schools endorsement.

**Educational Attainment:**

**A.B.E INTERNATIONAL COLLEGE OF BUSINESS AND ECONOMICS**

**BACHELOR OF SCIENCE AND INFORMATION SYSTEM**

**March 2012**

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