**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OBJECTIVE**

* **Looking ahead to this job opportunity so that I can prove myself as an able candidate and gain on job knowledge at the same time.**
* **To work and grow in a professional atmosphere wherein the most of my skill will get utilized to the fullest, and help me adapt to the dynamic environment.**

**WORK EXPERIENCE**

Company: **Daelim Saudi Arabia Co. Ltd.**

Duration: **April 24, 2013 – May 8, 2015**

Position: **Office Clerk/Transport Coordinator (Administration Department)**

Nature of Business: **Civil Engineering & Construction (Power Plant)**

Duties and Responsibilities:

* **Answer telephone and relay messages to appropriate recipients like Department Managers and Staff.**
* **Manage files/folder and records for future reference.**
* **Manage financial records and light bookkeeping activities for driver’s petty cash fund and vehicle maintenance service expenses.**
* **Greet customers, visitors, and new staff and perform tier-one/first contact service by leading them admin department for proper introduction and leading them to their respective department.**
* **Manage inventory of office supplies and assist in organizing office activities.**
* **Scan and monitor incoming email for the arrival and departure schedule of all company employee.**
* **Handle outgoing and incoming mails, parcels and official company packages by sending it to carrier service.**
* **Manage travel service by arranging transportation service and accommodation arrangement for staff, guest and visitors.**
* **Email and pay utility bills such as rent a car bills, mobile plan bills etc.**
* **Perform document photocopying and paperwork distribution tasks.**
* **Act as a receptionist or front desk office when required.**
* **Transport materials and supplies between departments.**
* **Report and ensure management of minor repairs in the office.**
* **Assist in managing accurate billing and petty cash.**
* **Create and maintain meaningful liaison with vendors and suppliers.**
* **Maintain office equipment such as computer, printer, copier, telephone, office chairs and table.**
* **Supervise and monitors drivers activity according to the given task and duty for the day.**
* **Manage driver’s daily attendance and prepares driver’s daily time sheet and overtime sheet.**
* **Supervises company vehicle maintenance program. Recommend replacement and repair if necessary.**

Company: **SM Department Store SM Retail Inc.**

Duration: **March 15, 2011 – March 30, 2013**

Position: **Salesman/Retail Sales Associate**

Nature of Business: **Mall/Department Store/Business Development**

Duties and Responsibilities:

* **Greet customer as they enter the store and determine their needs and wants.**
* **Respond to product and company related questions.**
* **Direct and accompany customers to the appropriate shelf of product they are looking for.**
* **Demonstrate product functionality; provide warranty information and other services offered.**
* **Assist customers in selecting products, giving information regarding discounted or promotional product, features and prices.**
* **Offer discounts where applicable.**
* **Advised customers on utilizing and care of merchandise.**
* **Explain the use and advantage of merchandise to customers.**
* **Ensure that customer walk through the payment procedure in a professional manner.**
* **Assist in replacing, exchanging or returning product.**
* **Assisting in display of merchandise.**
* **Maintain sales record for inventory control.**

Company: **Bank of Makati (Cavite Branch)**

Duration: **November 2008 – December 2010**

Position: **Credit Counselor/Marketing Assistant**

Nature of Business: **Banking (Motorcycle Loan, Consumers Loan, Business Loan)**

Duties and Responsibilities:

* **Conduct quality credit investigation.**
* **Organize and carry our market and trend research activities.**
* **Assist marketing team by handling administrative details for each marketing campaign.**
* **Provide support in arranging and producing marketing materials for campaign.**
* **Organize campaigns in conjunction with other marketing professional.**
* **Assist in preparing marketing statistics and reports.**
* **Research venues and catering arrangement for promotional campaigns.**
* **Prepare supporting materials such as literature packs, promotional merchandize and name badges for each campaign.**
* **Assist in promotional marketing event set up and breakdown,**
* **Act as a first point of contact for guest and delegates.**
* **Visit customer and external agencies for follow ups.**
* **Assist marketing team in reviewing client prospects and develop strategic follow up plans.**
* **Conduct quality credit investigation.**
* **Monitor the credit account of every creditor under my scope.**
* **Deliver bank notices and payable dues if necessary.**
* **Counsel creditors with credit account problem and give them favorable options.**
* **Prepare daily and monthly report of dues collection.**
* **Floor replenishment, cleaning motorcycle unit, general cleaning on every scheduled day.**

**SPECIAL SKILLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Very flexible and willing to be trained**
* **Computer Literate (MS Outlook, MS Word, MS Excel)**
* **Can work under pressure and less supervision**
* **Good in customer relation and management**
* **Result oriented person**

**TRAININGS AND SEMINAR ATTENDED**

* **Corporate Orientation and Vision Casting and Culture Building for Credit Counselor**

Makati City

March 17-18, 2010

* **Safety Management and ISO 9001:2000**

June 2, 2007

**EDUCATIONAL BACKGROUND\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Tertiary **Polytechnic University of the Philippines**

Unisan Quezon

Bachelor in Business Teacher Education

2009 – 2003

Secondary **The Sisters of Mary Boystown Complex**

Cavite

1995 - 1998

Elementary **Agdangan Central Elementary School**

Quezon

1989 - 1995

**PERSONAL INFORMATION\_\_\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date of Birth: **July 8, 1982**

Civil Status: **Single**

Sex: **Male**

Citizenship: **Filipino**

Height: **5’ 6”**



**Gulfjobseeker.com CV No:** **1465824**