**CAREER OBJECTIVE**

I am deeply interested to apply for any sales, operations and administrative position in your company. I firmly believe that the company offers the best opportunity to an individual with ability, sense of responsibility, integrity, leadership and capacity for work. In return, I would be very much willing to learn more, impart knowledge, skills and experience and offer excellent service towards achieving company’s goals and objectives.

**EDUCATION**

Pamantasan

Bachelor of Science in Information Technology

(2001-2005)

**WORK EXPERIENCE**

**August 2012 – November 2015**

**Lamoiyan Corporation**

**Philippines**

**Sales Admin Assistant**

**Responsibilities:**

* Reporting to the National Sales Manager
* Process the Weekly Expense Report of the Customer Development Group
* Provide data that is needed by the CDS
* Process the sales update report via SISO ( sell in sell out)
* Dealing with the general inquires of the sales team
* Responsible for consolidating field sales reports, which include among others: account profiling, manpower compliance, distributors’ trade sales, competitive product off-take reports, inventory.
* Records and maintains a historical/chronological file on internal and external activities that may have affected sales, such as: brand advertising and promotions, competitive activities, merchandising and distribution drives, manufacturing changes or improvements, organizational moves, and political and economic issues.
* Monitors the actual selling expenses versus budget and provides and analysis in terms of cost-to-sales ratios of trade support, display and merchandising expenses, freight and transport expenses, and direct operating expense.

**February 2012 – July 2012**

**Lamoiyan Corporation under Comman Post Marketing Services**

**HR Assistant (Contractual)**

**Responsibilities:**

* Reporting to Human Resources Manager.
* Process, verify, and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations and classifications.
* Record data for each employee base on their qualifications.
* Process and review employment applications in order to evaluate qualifications or eligibility of applicants.
* Examine employee files to answer inquiries and provide information for personnel actions.

**January 2010 - January 2011**

**Rustan’s Commercial Corporation** under Job Solution Manpower Agency

**Philippines**

**Accounting & Inventory Assistant**

**Responsibilities:**

***Accounting***

* Compute the materials that is using by an event.
* Compute the monthly summary of the salary of contractor.
* Photocopy all the documents before giving it to the Head Office.

***Warehouse Inventory***

* Receiving, moving, checking and storing incoming goods.
* Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
* Selecting space for storage and arranging for good to be placed in the designated areas.
* Making sure that all inventory processes are completed on the same day.
* Moving and organizing stock.
* Ensuring a clean and safe workhouse for staff to work in.
* Storing stock away safely.
* Monitoring stock levels.
* Moving items through the warehouse from receipt to dispatch to customers.
* Occasionally delivering stock to shops and retail outlets.
* Accurately updating all data into computer and manual recording systems.

**March 2005 – January 2009**

**PLDT under EEE Valencia Services Incorporated**

**Philippines**

**Project Support Assistant/Administrative Personnel**

**Responsibilities:**

* Received Service Order (SO) from PLDT
* Issue work / dispatch order and prepare the necessary document per location.
* Implement the installation works at customer location.
* Validate and verify PLDT for the status of SO.
* Consolidate job completion reports of installation teams and submits status report to PLDT on a weekly basis.

**April 2004 – June 2004**

**Air Material Wing and Loan Association Inc. (AMSLAI)**

**Philippines**

**Internship (Secretary)**

**Responsibilities:**

* Encodes information from department forms into the data system to ensure information is accurately processed.
* Accepting the loans of the clients.
* Perform other administrative duties assigned.

## KNOWLEDGE, SKILLS & ABILITIES

* + Knowledgeable in:
* Microsoft Word, Excel, Power Point and Microsoft Outlook

## Good oral and written communication skills.

* + Good organizational skills.

## PERSONAL INFORMATION

Age : 32

Gender : Female

Date of Birth : July 10 1983

Place of Birth : La Union

Status : Married with 2 kids

Nationality : Filipino

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 **Gulfjobseeker.com CV No:** **1518024**