**First Name of Application CV No 1649160**

Whatsapp Mobile: +971504753686



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***CAREER OBJECTIVE***

*To work in a company where I could share my knowledge and expertise and to gain experiences that will further develop my skill to my fullest potential and ability.*

***EDUCATIONAL ATTAINMENT***

**STI College San Fernando**

Tita’s Bldg. Jose Abad Santos Avenue, Dolores, CSFP

**Bachelor of Science in Information Technology**

October 2009 - October 2011

**STI College San Fernando**

Tita’s Bldg. Jose Abad Santos Avenue, Dolores, CSFP

**Associate in Computer Technology**

October 2007 - October 2009

**Holy Cross College**

Sta. Lucia, Sta. Ana, Pampanga

SY 2003-2007

***PROFESSIONAL BACKGROUND***

**168 COMMMERCIAL – Official Distributor of Unilever RFM Ice Cream – SELECTA**

ISR SUPERVISOR

June 2015 - March 2016

* **ROLES AND RESPONSIBILITIES**
  + Generates daily, weekly and monthly sales reports
  + Generate reports of Buying and Non-buying accounts
  + Maintaining files and records
  + Monitors and updates Distributor Performance of Salesmen
  + Encoding, Processing and Sending of Sales Order
  + Responsible for Customer creation
  + Responsible for Salesman and Permanent Journey Plan(PJP) creation
  + Coordinates to LEVEREDGE Team regarding ISR System and mobility issues

**168 COMMMERCIAL – Official Distributor of Unilever RFM Ice Cream – SELECTA**

BILLING CLERK/ENCODER

March 2014 - June 2015

* **ROLES AND RESPONSIBILITIES**
  + Encoding, Processing and Sending of Sales Orders
  + Responsible for generating daily, weekly and monthly reports
  + Monitor daily, weekly and monthly performance of salesmen
  + Assisting customer and salesman’s concern

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)**

ENCODER

March 7-12, 2013

Maimpis, City of San Fernando, Pampanga

**ACTIVASIA INC. under UNILEVER**

TACTICAL ENCODER

February 15, 2013 – May 17, 2013

#19 Tomas Pinpin St., Pilar Village, San Fernando,

Pampanga Philippines 2000

* **Responsibilities**
  + Monitoring and sending reports of Selecta Promos (i.e Selecta Free Cones, Free Grahams, Paddle Pop DVD Promo etc.)
  + Monitoring of Selecta Merchandising Materials
  + Receiving and Encoding daily text reports
  + Creating Power Point presentations for Merchandising Materials

**ACTIVASIA INC. under UNILEVER**

ENCODER

October 15, 2012 – January 09, 2013

#19 Tomas Pinpin St., Pilar Village, San Fernando,

Pampanga Philippines 2000

* **Responsibilities**
  + Responsible for encoding and determining products that are out-of-stocks, on display and not carried in a daily, weekly and monthly basis.
  + Responsible for maintaining records and files

**VENTURESLINK**

PCOS Technician

Presidential Election

May 10, 2010

* **Responsibilities** 
  + Assist voters in using the PCOS machine
  + Responsible for maintaining the PCOS machine

***SKILLS/ATTITUDE***

* Knowledgeable and proficient with computer applications ( i.e. MS Office, MS Excel ( vlookup, pivot table), PowerPoint and internet applications)
* Hardworking, determine, honest and aggressive, fast learner, willing to be train
* Can work under pressure and on shifting hours
* Perform general clerical duties like photocopying faxing, mailing and filing

***SEMINARS/TRAININGS ATTENDED***

**Finishing Course for Call Center Agents**

Asiaworks Training Solutions, Inc.

4th Flr. Freluz Bldg., Olongapo Gapan Rd., Dolores, City of San Fernando

July 5 – July 19, 2012

**ASIALINK FINANCE CORP.**

**On-the-job Training**

Completed **486 hours**

Dolores, City of San Fernando, Pampanga

January 2011 – April 2011

***PERSONAL INFORMATION***

Birth Date: August 28, 1990

Civil Status: Single

Nationality: Filipino