**First Name of Application CV No 1660194**

Whatsapp Mobile: +971504753686



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**Job Objective:**

Seeking for a challenging position with the company that is rapidly expanding and offers good advancement potential. To become a part of an organization wherein my skills and talents would be enhanced and developed to the fullest of my ability.

**POSITION APPLIED: SALES PERSONNEL, CUSTOMER SERVICE REPRESENTATIVE, STORE ASSISTANT, DOCUMENT CONTROLER, AND ANY VACANT POSITION THAT QUALIFIES MY SKILLS AND CAPABILITIES.**

**Summary of Qualifications**

* **Hard-working, Trustworthy, Competitive and Aggressive, Honest**
* **Computer Literate (MS word, MS excel and MS PowerPoint)**
* **Good communication skills**
* **Good Driving Skills**
* **Willing to be trained with minimal supervision**

***Work Experience:***

***Nissan Iloilo Inc (Iloilo Car Corporation, Iloilo Philippines) &Hyundai Iloilo Incorporated***

***(July 2014-February 2016)***

***Accounting Staff, Liaison Officer***

* Serving customers at the sales counter.
* Offering face to face advice to customers on the stores products.
* Maximizing store revenue by suggesting upgrades, insurance and add-ons to customers.
* Using the stock management system to log, check, locate and move stock both in and out of the store.
* Able to promote a store and its products through effective marketing activities.
* Responds to inquiries of staff and administration regarding purchasing procedures for the purpose of providing information, direction and/or referral for addressing inquiry.
* Maintaining purchasing documents, files and records for the purpose of ensuring the availability of documentation and compliance with establish policies and regulatory guidelines.
* Review bills, invoices and purchase order.
* Inventory of Stocks and Tools from the showroom and warehouse.

**AC Iloilo Finance (November 2013-January 2014)**

**Marketing Assistant, Credit Investigator**

* Assist clients and instructing them regarding to their loans and requirements.
* Checking clients background if they are able to pay for monthly loans to creditor (AC Iloilo Finance)
* Processing Clients accounts and documents by reviewing data’s for the deficiencies by using standard procedures or returning incomplete documents to account officer incharged.
* Marketing Clients for our Company.
* Maintaining Communications with Clients and follow up their monthly payments.

**East West Bank Iloilo Philippines**

**On Job Training**

**September 2012- May 2013**

* Manual Inventory of Cash
* Assist and instruct clients how to open a bank account
* Advertising our bank for more investors
* Maintaining a good bank to bank transactions
* Teller

**Tinapayan ng Bayan “Bread and Pastries” (Family Business)**

**Manager ( March 2010-Feb 2015)**

* Manual Inventory of Cash/ Cashier
* Inventory of Stocks and Supplies
* Able to promote a store and its products through effective marketing activities.
* In charge of store operations
* Managing Employees, and giving them duties and responsibilities.

**Seminar / Conference Attended:**

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| --- | --- |
| Entrepreneurship and Livelihood  ABE Mock Hotel, Iloilo City Philippines  October 12, 2011 | Human Resource Management  ABE Iloilo Campus Iloilo City Philippines  September 30, 2011 |
| Financing the Entrepreneur  ABE Mock Hotel, Iloilo City Philippines  February 4, 2011 | Statutory Requirement in Starting up a Business  Fine Rock Hotel, Iloilo City Philippines  October 5, 2010 |

**Educational Background:**

Tertiary: ABE International Business College

Course Bachelor of Science in Business Administration

2010-2013

**Personal Information:**

Height: 5’5”

Weight: 63 kg

Age: 26

Birth Date: September 13, 1989

Civil Status: Single

Religion: Roman Catholic