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| **JIJI**  [**JIJI.28521@2freemail.com**](mailto:JIJI.28521@2freemail.com)  **Objective:** Seeking a challenging position in a progressive, growth-oriented company where I can develop and utilize my work experiences, techniques and to enhance my skills in obtaining new knowledge**.**  **Professional Experience**  **Office Secretary**  **International Foundation Group(IFG)**  **2016-Feb 2017**   * Perform duties, data entry, receives office calls and correspondence. * Creating and maintaing files in system soft and hard copies. * Using variety of software packages, such a microsoft word, outlook, powerpoint, excel and etc. * Maintaining attendance report, leave records. * Recieves,data stamps and invoices. * Monitor office materials and supplies and order as needed. * Photocopyong and printing various documents.   **SALES PROMOTER**  **AL GHANDI ELECTRONICS,DUBAI**  **2013 – 2015**   * Sets up promotional displays; makes signs or arranges merchandise on counters or tables to promote sales. * Responsible for working sales in floor and assisting customers with the product selection * Maintained work area and followed sales floor standards to enhance sales. * Demonstrated effective communication when interacting with different nationality customers, co-workers and manager. * Placing orders and monitor stocks. * Informing customer for new items or new launch product. * Follow-up with customers after date of purchase which includes call-backs and thank-you cards. * Inviting to customers to come back again. |
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| **Personal Details**   * **Date of Birth : Feb. 02, 1980** * **Sex : Female** * **Civil Status : Single** * **Nationality : Filipino** * **Religion :Roman Catholic** * **Visa : Tourist Visa** * **Exipiry date: March 15, 2017**   **Educational Background**   * **COLLEGIATE:**Kennedy Global School Of Business, INC   Practical Nursing (2009-2010**)**   * **SECONDARY:** Pag-AsaNationalHigh School   Rawis,Legazpi City (1996-1997)   * **ELEMENTARY:** Buyoan Elemtary School,Legazpi city (1987-1993) |

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| **Skills and Ability**   * Operating MS Word, MS Excel and Internet. * Strong Customer Support. * Decision making and planning skills. * Excellent Communication in oral and written English. * Excellent knowledge of telephone etiquette. * Very organized, Proactive, Smart and Hardworking. * Can work under pressure and with minimal supervision.   **Certification and Training**  **Comprehensive Training on Computer Science**  February 25, 2008 – March 31,2008  **Hotel and Restaurant Service (Bartending)**  April 2007 – June 2007  **Hotel and Restaurant Services**  **(Food and Beverages Services)**  January, 2007 – March 27, 2007  **Cosmetology**  January, 2007 to March, 2007 | **Manager**  **JIJI RTW( Owned Company), Philippines**  **2006 -2010**   * Managed own shop by strategy and managerial skills. * Demonstrate confidence, win respect and trust without courting popularity. * I delegate authority, open to ideas, faith in the creativity of others. * Create a positive work environment and Permit group decisión. * Set roles like INFORMING, MOTIVITING, GUIDING to my organization. * Review all documents ,and handle filing. * Count cash and credit   **Insurance Agent (Third Party Liability)**  **Makati, Manila, Philippines**  **2003 - 2006**   * Approaches potential clients by utilizing mailing and pone calls, making presentations to group at company. * Determine clients particular needs and financial situations by scheduling situations by fact finding appoinment, determining extent of present coverage and investment, ascertaining long terms goals. * Develop base for long term sources of clients by using referrals, occupational and special interest groups to compile list of prospects. * Provides death benefits by delivering policy proceeds, reassessing client needs. * Enhance insurance agency reputation by accepting ownership for accomplishing new and different requests exploring opportunities to add value to job accommplishents. * Collecting cash and check for new regular clients.   **PRODUCTION OPERATOR**  **Andes Ionics, Philippines**  **2000 – 2003**     * Responsible for the operation of the plant, working a 12-hour rotating shift Schedule. * Ensuring maximum production quantity and quality, while supporting the policies, goals, and objectives of the company. * Monitors and controls plant operations. * Maintains adequate records of key production variables such as production volume, yield, plant uptime, utility consumption, etc., on a daily, required. * Participates in safety, health and environmental programs.   **SALES LADY**  **Liberty Commercial Center - Philippines**  **1997 – 2000**   * Assists customers in locating merchandise and answering a variety of questions concerning general merchandise; demonstrates use of merchandise upon request. * Stocks shelves, counters or tables with merchandise; keeps merchandise orderly and neat in appearance. * Counts and balances cash register and receipts. * Stamps or attaches price tags on merchandise and/or checks tagged prices to verify accuracy referring to price list. * Fills out specific forms to process transactions or special orders. * Checks inventory periodically to obtain reorder information to replenish stock; informs designated staff member of needs or places orders with outside sales representative within established limits. * Checks inventory listing with actual inventory on shelf and reports discrepancies to supervisor. * Cleans shelves, counters or tables. * Supporting the sales team in attaining sales target. |