## SHIELA

**Professional Summary**

Business Administration Professional who is dedicated to creating efficiency at all levels of management. Adept at critical analysis developing comprehensive reports for management and working as a part of a team.

**Key Competencies**

* Works well with all levels of management
* Skilled in review and scrutiny of documents in line with the Company Policy
* Experience in document control, document archiving and maintenance of E-File and physical documents
* Superior organizational and communication skills
* Able to work independently or as a part of team
* Knowledge of MS Word, MS Excel and MS Powerpoint

**Work Experience**

**Marketing and Sales Assistant**(September 9, 2015-December 21, 2015)

**BDScientia Medical and Diagnostic Supplies**

* Preparation ofDelivery Receipts and Sales Invoices
* Monitoring of Stock
* In charge of Purchase Order
* Updates Daily Sales Report and Machine ROI

**Bad Order and Bundling Custodian (**January 12 2015 – March 26, 2015)

**Puregold Price ClubLa Trinidad**

* Receive and issue the Bundling and Re Tagging form of the free items for promo, based on the company’s memo.
* Responsible on the confiscated items. Confiscated items will be issued through Inventory Pull Out.
* Provide Return Slip to merchandisers for them to indicate the damage item before generating the Return to Vendor for approval.
* Monitor and report the expiry of (nearly expired) promos, free items, confiscated items and RTV’s.
* Responsible in keeping and filling of RTV, LPR, CPF and BRF records.

**Receiving Clerk (**May 26, 2014- March 26, 2015)

**Puregold Price Club La Trinidad**

* Receiving of delivery items. Ensure accuracy based on the Receiver Authorization and Sales Invoice.
* Examine delivery as to quality based on the sample item or description given prior to delivery.
* Tally the items in the RA and SI based on description, packaging and unit of measure.
* Filling up of the daily Warehouse copy(Receivers Authorization, Delivery Receipts and Sales Invoices).
* Generates Receiver Authorization

**Education**

**Bachelor of Science in Business Administration** 2011 - 2014

*Major in Financial Management* Governor Pack Road

University of the Cordilleras Baguio City, Philippines

**Trainings & Seminars Attended**

Enhancement of Employability Skills

University of the Cordilleras

People Handling and Leadership

University of the Cordilleras

Heart of an Entrepreneur

University of the Cordilleras

Financial Analysis and Reporting

Commitment to Excellence

University of the Cordilleras

Financial Wellness

University of the Cordilleras

Records Management

University of the Cordilleras

University of the Cordilleras

**Personal Data**

**Birth date:** September 3, 1994

**Age:** 21

**Status:** Single

**Nationality:** Filipino

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