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**PEARL**

[**Pearl.297966@2freemail.com**](mailto:Pearl.297966@2freemail.com)

**SKILLS:** Knowledgeable in Microsoft Word and Excel

Knowledgeable in sending and responding emails

Attentive on incoming and outgoing phone calls

Product SKUs and Inventory

**WORK EXPERIENCE**

In summary. My experienced are more than 9 years in any clerical tasks, mingling people,

Handling cash, engaged to actual stock inventory, conversant in ERP system, store

Management and communicating various sectors.

**Store Keeper Coordinator**

**November 2013 – July 05, 2016** (2yrs & 9 mos)

**Axiom Telecom (Givori Department)**

**Al Bannai Group of Companies (UAE)**

* Monitor and maintain current stock, process LPO, PR, PI, GRN, Move Orders, Production Plan, Price Updating and Sales Invoice using ERP, VCARE, SK and GIVORI systems.
* Performs physical stock count and reconciles to computer generated reports.
* Arrange stock and labels shelves,
* Process invoices for suppliers payments and compiles report expenditures
* Performs routine clerical duties including data entry, answering telephones and filling documents
* Serve as cashier and any cash related payments
* Perform miscellaneous job related duties as assigned ex. assets of company, Bundle Code creation

**Repair Coordinator**

**July 2011 - October 2013** (2yrs & 4mos)

* Responsible for customer complain, queries and budget estimation, coordinate sales personnel
* Update client on progress of troubleshooting and append initial cost estimate
* Checked the information of job card to ensures its registered in the system
* Forwarding emails throughout location and internal location
* Follow up devices for incoming and outgoing calls
* Knowledgeable in VISSION ORACLE system

**Mobiles Phones Refurbishes**

**July 2008-June 2011** (2yrs &11mos)

* Repair devices ,dismantling, assembling, wrapping
* Crystallizing unit
* Checking manufactured products
* Wrapping mobiles on minimal time

**Sales Associate**

**September 12, 2007 – June 15, 2008** (9mos)

**Gaisano Mall (Sock Department)**

**Davao City Philippines**

* Organize and stock up new collection
* Promote product
* Replenish article presentation
* Weekly report on operation
* Prepare and record daily sales inventory
* Achieved sales target through effective selling technique
* Resolved customer issues and disputes
* Helping customer inquiries on providing advice, styling tips and product knowledge
* Assisted customer needs and meeting quality standards of services for customer satisfaction

**Assistant Teacher**

**Cabuling Day Care Center**

**Tantangan South Cotabato Philippines**

**June 2007- August 2007** (3mos)

* Assisted teacher in evaluating children social, emotional or materials need
* Proven record of planning and carrying out of preschool lesson
* Demonstrated of ability of playing games, talking and listening to children
* Kept in touch with parents regarding progress, health, and child adjustment to class
* Assisting teacher in facets class instruction
* Taught individual and small group lesson as directed by teacher
* Supervise pupils arrival and departure

**Cashier**

**KCC MALL**

**Koronadal City Philippines**

**July 2006 – May 2007** (11mos)

* Receive payment by cash, credit card, vouchers or automatic debits
* Issue receipts, refunds, credits or exchanged items
* Countable for money in cash drawer and ensures the amount are correct
* Identify prices of goods
* Ability to concentrate task over period of time without destructive
* Demonstrate quickly to invoice items of customer

**EDUCATIONAL ATTAINMENT**

**College Graduate:** Notre Dame of Marbel University

**Course:** Bachelor of Elementary School

**Major:** Early Childhood Education

**School Year:** 2002-2006

**CERTIFICATE / RECOGNITION**

Recognition as Outstanding Employee of the Year 2009 at Axiom Telecom Company, UAE

Certificate as Cashier as KCC Mall, Philippines

**PERSONAL DETAILS**

**Language Spoken**: English and Tagalog **Nationality:** Filipino

**Civil status:** Married **Height:** 5”2’

**Birthday:** September 12, 1985