**Precious**

**JOB OBJECTIVE**

To obtain a position that will enable me to use my skills, educational background, work experiences and ability to work well with people.

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Age: | 28 |
| Date of Birth: | Oct 17, 1987 |
| Gender: | Female |
| Civil Status: | Single |
| Nationality: | Filipino |
|  |  |
|  |  |

**WORK EXPERIENCES**

* **Boardwalk Business Ventures Inc. 4 years**

Sales Training Assistant

January 2012 – March 2013

Network Development Assistant

March 2013 – August 2013

Servicing Office Training Assistant - Associate / OIC

August 2013 – April 2015

Jr. Sales and Operations Specialist / OIC

April 2015 – January 2016

**Job description:**

Office in charge of a Service Office, carry out duties and responsibilities as directed by the higher management.

Perform sales, operations, administrative functions.

Process business permits and licenses.

Ensure a warm friendly welcome to clients/visitors in a professional manner at all times.

Answer general phone inquiries and related text using a courteous manner.

Direct phone inquiries to the appropriate staff members.

Check emails and respond to inquiries and check the information logbook.

Maintain an accurate filling for reference.
Attend and organize special events of the company, if required.

Planning and organization.

Recruitment, training and development.

Program implementation.

Promo campaign and fieldwork activities.

Responsible for monthly sales and achieving the set targets.

Conduct and facilitate business orientation seminar and network meetings.

Assist queries and concerns of its clients.

 Ensure good customer service.

 Monitoring of sales and operational activities.

Perform all related administrative duties including clerical works.
Maintain a professional, cooperative and professional attitude.
Organize schedules to fully utilize time while ensuring that clients’ needs are prioritized.

Prepare and make the daily checklist.

Prepare a charts of daily activities for heads review and approval.

 Provide a monthly sales report, presentation and evaluation.
 Reply to general information requests with the accurate information.
 Prepare meeting agendas and supporting material for distribution.

 Prepare reports, plans, presentations, memorandums, proposals and correspondence.

 Administer petty cash according to established procedure.

* **SDB Evermart - Coca cola private distributor - 4 months**

 Sales Encoder / Checker

 May 2011 – August 2011

**Job description:**

 Data encoding and inventory reconciliation.

* **Honda Cars Philippines - 1 month**

On the Job Trainee

 January 2011 - February 2011

* **Mariano Marcos State University** (Special Program for the Employment of the Students) - **1 month**

 Student Assistant

 May 2010 - May 2010

* **Philippine National Bank - 1 month**

On the job Trainee

 November 2010 - December 2010

**EDUCATIONAL ATTAINMENT**

|  |  |
| --- | --- |
| Degree: | Bachelor of Science in Business Administration |
| Major: | Marketing Management |
| College/University: | College of Business Economics and AccountancyMariano Marcos State University |
| Date Attended: | June 2007 – April 2011 |

**SKILLS AND QUALIFICATIONS**

Computer literacy, MS Office (Word, Excel, Powerpoint, Internet)

Good verbal and written communication skills English and Filipino

Interpersonal skill, Good leadership

Proactive and can work independently under minimum supervision

Having an strong personality
Proven admin or assistant experience

Sales and operations experience
Knowledge of office management systems and procedures
Excellent time management skills and ability to multitask and prioritize work
Attention to detail and problem solving skills
Strong organizational and planning skills

An ability to work to deadlines

An ability to work fast (but without mistakes)

**Job Seeker First Name / CV No: 1794870**

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