**JUDITHJOY VANIA C. ANARETA**

**Objective Statement**

Obtain a position in which my organizational skills can be fully utilized. Work in a place where there is a need for a variety of office management skills including computer proficiency, coordination skills, business acumen and database program use.

**Previous Position: SALES ADVISOR**

**■ Profile Overview**

With more than a year of experience performing sales by promoting the company products i.e mobile phones, accessories, services/after sales-service, etc.

Effectively managed sales operations, utilizing the following skill sets:

* Handling customers.
* Marketing strategies.
* Communicate effectively with customers and staff/executives – Effective verbal/written communication skills.
* Attention to detail, excellent planning, organizing and time management skills.
* Reliability.
* Ability to handle several situations at once with confidence.

**■ Educational Qualifications**

* Graduate of Bachelor of Science in Mass Communications at Universidad de Manila (City College of Manila ) 2011.
* High school Diploma at Nazarene Catholic School ( Quiapo Parochial School ) 2005.
* Elementary Diploma at Dominican School Manila 2001.

**■ Work Experience/ Background**

**Sales Advisor** *January 29, 2015 – August 1, 2016*

* Generate sales by promoting the company products i.e mobile phones, accessories, services/after sales-service, etc.
* Awareness of changing trends of the products in the market, technicalities and quality, and pricing and promotions.
* Knowledgeable of every detail of the products, its aspects, use, features and availability. Assisting the customers by providing them products and services the company is offering.

 **Net Ship Management Inc.**

**Executive Secretary to the President/ Administrative Assistant** *May 2012 – August 2013*

* Performs various secretarial/clerical duties such as documenting, photocopying, faxing, mailing, and organizing filing system.
* Prepares and types formal letters and other correspondence as directed.
* Prepares inter-office memos.
* Transmits all confidential information, circulars to and from the offices of the President / Managing Director and the Chairman of the Board.
* Maintains proper filing system for all correspondence received.
* Sets appointments and reservations, places telephone calls and receives messages.
* Screens and attends to visitors of the Chairman and the President / Managing Director.
* Is in-charge of monitoring the sick leaves/vacation leaves ledger of all employees.
* Is in-charge of timekeeping / payroll attendance summary report.
* Maintains a monthly inventory of office supplies.
* Monitors office supplies purchases.
* Performs other functions as may be assigned by the Chairman and the President / Managing Director.

**Tradeworkx Marketing International,Inc.**

**Front Liner at Lenovo Mobiles Account** *February 2012 – April 2012*

* Provides frontline contact with customers.
* Provides courteous customer service.
* Interacts with customers to recommend and sell products or services.
* Processes customer order forms and needs.
* Assists and supports floor sales team.
* Coordinates with marketing and sales team to meet customers' needs.
* Maintains and updates customer databases with referrals.
* Initiates customer-enthusiasm selling processes and logistics.

 **Acabar Marketing International Inc.**

**Front Liner at Nokia Mobiles Account** *August 2011 – January 2012*

* Provides frontline contact with customers.
* Provides courteous customer service.
* Interacts with customers to recommend and sell products or services.
* Processes customer order forms and needs.
* Assists and supports floor sales team.
* Coordinates with marketing and sales team to meet customers' needs.
* Maintains and updates customer databases with referrals.
* Initiates customer-enthusiasm selling processes and logistics.

 **Cultural Center of the Philippines**

**Usherette**  *January 2011 – August 2011*

* Provides the safety, welfare and convenience of guests.
* Accompanies and assists guests as courtesy.

**McDonalds United Nations corner Maria Orosa Street Branch**

**Cashier** *July 2008 – June 2009*

* Welcomes and greets customers in a friendly manner.
* Takes customers’ orders, punches, and assists in cleaning and stocking duties behind the counter.
* Assists customers in questions and complaints questions about products.
* Performs other assigned duties once customers leave satisfied.
* Maintains a personable demeanor throughout all customer interactions.
* Guarantees and gives customer service and satisfaction.
* Does selling and other promotions.

**■ Seminars / Training Attended**

* Training on Corporate Culture and Values at Net Ship Management Inc. – *July 22-23, 2012*
* Adult CPR Training Course at Cultural Center of the Philippines - May 28,2011
* Comprehensive First Aid Training – May 24-27,2011
* Training on Incoming Call Center Agents at Excel Asia Training and Development, Inc. - 2009
* Training on Assertiveness at Advance Solution Incorporated - *2008*

 **Job Seeker First Name / CV No: 1799808**

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