# CURRICULUM VITAE

# JOEBELLE BRIONES SEVILLA

***Career Objective***

*To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.*

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| ***Qualifications***   * *Excellent ability to plan, organize and prioritize my work in a team environment.* * *Efficient, fast learner and flexible with the ability to finish task on time and can be work under pressure and with minimal supervision.* * *Reliable employee that value work, with integrity, patience and honest.* * *A good and productive employee, dependable and self motivated.*   ***SERVICE RECORD*** |

***PROFESSIONAL EXPERIENCE IN PHILIPPINES:***

*Position :* ***Office Staff***

*Company :* ***SUL Group of Companies***

***Asiapac Green Renewable Energy Corp.***

***Manila City, Philippines***

***September 2011 – January 2014***

***Duties and Responsibilities :***

* *Assisting Engineering Manager*
* *Canvassing prices of different suppliers for construction materials*
* *Quotation/comparing prices of different suppliers*
* *Purchase Order*
* *Monitoring delivery of purchases to construction site*
* *Summarizing delivery and payment*
* *Handling appliances and drugstore purchases*
* *Monitoring Sales of Goods*
* *Inventory and Daily Sales*

*Position :* ***Procurement Assistant***

*Company :* ***SUL Group of Companies***

***Asiapac Green Renewable Energy Corp.***

***Manila City, Philippines***

***January 2014 – April 2016***

***Duties and Responsibilities :***

***Merchandising***

* *Looking for new suppliers for different branded goods*
* *Checking the quality of goods offered by different suppliers*
* *Attending tradeshow of different suppliers to see what new products they will offer*
* *Checking the department store stocks*

***Purchasing***

* *Canvassing prices of different suppliers*
* *Make quotations*
* *Handling purchases for department store, restaurant and hotel*
* *Monitoring delivery of stocks*
* *Handling concerns of sales clerks regarding stocks*
* *Making delivery receipt and Suggested Retail Price (SRP) for stocks to be deliver*
* *Coordinating with suppliers regarding damaged/returned items*

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| ***ACADEMIC RECORD*** |

### *Tertiary : Southern Luzon State University*

***Lucban, Quezon Philippines***

***Bachelor of Science in Business Administration***

***Major in Marketing Management***

***2008-2011***

*Vocational :* ***Southern Luzon State University***

***Lucban, Quezon Philippines***

***Junior Secretarial***

***2006-2008***

*Secondary :* ***St. Joseph’s Academy***

***Sariaya Quezon, Philippines***

***2002-2006***

### *Elementary : St. Joseph’s Academy*

***Sariaya Quezon, Philippines***

***1998-2002***

***PaaralangElementarya ng Sampaloc II***

***Sariaya, Quezon, Philippines***

***1996-1998***

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| ***COMPUTER PROGRAMS / SOFTWARE OPERATED*** |

* MS Office
* Bizbox

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| ***PERSONAL DATA*** |

*Date of Birth :* ***November 15, 1989***

*Civil Status :* ***Single***

*Sex :* ***Female***

*Height :* ***5’ 00”***

*Weight :* ***98 lbs.***

*Religion :* ***Roman Catholic***

**Job Seeker First Name / CV No: 1811496**

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