**JOCELYN DELA ROSA TOBIAS**

**OBJECTIVE:** To work in reputed company, utilizing my experience and skills, extending efforts to the challenges of different field of work and comprehending my potentials and contribute to the growth of the company.

**WORK EXPERIENCE:**

**DEPARTMENT CLERK**

Automated Technology Philippines Incorporated

May 2000 – March 2016

* Conducts Actual inventory taking for direct material such as chemicals and indirect material such as packaging tray, box, tape, gloves, rags and others.
* Input to monitoring and/or data base system for the inventory taken.
* Analyze direct and indirect material stock level, make necessary report to superior for items with minimum stock level or have tendency to overstock.
* Communicate to Supplier or concern Department for the material ordering and delivery/transfer status as per instruction of Superior.
* Make recommendation for potential improvement both consumption and system related to material control.
* Monitor daily attendance both day shift and night shift, prepares manpower shifting schedule being submitted to HRAD.
* Prepare and record overtime sheets for workers
* Prepares memorandum as per advised and instruction of Superior.
* Submit daily, weekly and monthly report related to material handling and manpower monitoring.
* Performs other job needed and instructed by the superior.
* Routed data to appropriate staff
* Researched and retrieved requested data

**SECRETARY**

Computer Recycles Company

July 1999 – December 1999

* Provide administrative and clerical support to departments or individuals.
* Schedule meetings and arrange conference rooms.
* Handle information requests.
* Prepare correspondence and stuff mail into envelopes.
* Coordinates office management activities.
* Helps prepare office budget.
* Maintain office procedures.
* Operate office equipment, such as photocopy machine and scanner.
* Coordinate committees and task forces.
* Relay directives, instructions and assignment to executives.
* Receive and relay telephone messages.
* Direct the general public to the appropriate staff member.
* Maintain hard copy and electronic filing system.

**WAITRESS**

Rose & Grace Restaurant

Sto. Tomas Batangas, Philippines

January 1999 – June 1999

* Greet guests and make them comfortable.
* Learn menu items and be able to describe them appropriately to guests.
* Take beverage and food orders.
* Deliver beverages and food in timely manner.
* Check with guest to ensure that everything is going well
* Clear dirty dishes from table.
* Deliver guest’s bill and thank them for dining at the restaurant
* Work with other servers and be a team player

**CASHIER/SALES LADY**

June 1998 – December 1998

* Greet and acknowledge each customer.
* Provide answers to product and payment – related queries
* Accurately process sales using cash registers, scanner or equipment.
* Accept cash, checks and bankcards for payment.
* Provide change for cash payments.
* Issue receipt for payments received.
* Ensure sufficient change is available.
* Balance sale and receipts according to company procedure
* Maintain accurate records of transactions
* Assist in other areas such as shelf stocking, product display and clean up.
* Maintain a neat, tidy and orderly work area.

**EDUCATIONAL BACKGROUND**

Tertiary **Diploma in Office Administration**

Polytechnic University of the Philippines

Sto. Tomas, Batangas Philippines

1994 – 1998

Secondary Natatas National High School

Tanauan City, Batangas Philippines

1990 – 1994

**PERSONAL INFORMATION:**

Birth Date : October 02, 1977

Gender : Female

Birth Place : Philippines

Religion : Roman Catholic

Language Spoken : English and Filipino

**Job Seeker First Name / CV No: 1811514**

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