# **CV No 1944084**

# **Key Skills**

#

• • •

Name: **Frincle Joy**

Citizenship: **Filipino**

Birth Date: **23 December 1989**

Visa Status: Visit Visa ***Can join Immediately***

**Objective**

*To be a part of a reputable, service-oriented and dynamic institution that will provide well-rounded programs for growth, opportunity and professional advancement. Can work with minimum supervision and willing to undergo training if necessary.*

**Education**

2006 to 2010

*Bachelor of Science in Industrial Education Major in Computer Education*

Technological University of the Philippines (TUP), (Manila, Philippines)

**Eligibility**

**Languages**

*Filipino (Native) English (Fluent)*

# Proficient or familiar with:

|  |  |  |  |
| --- | --- | --- | --- |
| MS Office | Photo Editing | Internet/Websites | Other Softwares |
| Word,ExcelPowerPoint | Adobe PhotoshopPhotoscape | Basic HTML, Online Viral Marketing |  |

Familiar also in:

*\*Computer Troubleshooting*

*\*Windows/Software Troubleshooting*

*\*Basic Networking*

***Work Experiences***

Marketing Staff (February 01, 2012 – October 01, 2015 )

* Responsible to do multi-tasking jobs.
* Monitors, encodes & updates daily reports of Account Executives & Telemarketers including those

sent by provincial branches thru email.

* Schedules and Prepares demo/delivery requisitions.
* In-charge and coordinates with Warehouse / Service Dept. or Demo /Delivery schedules of

Account Executives / Telemarketers.

* Sorts/files the following: demo/delivery requisitions/ purchase orders/ initial carding requisitions.
* Back-up of Program
* In-charge in answering calls promptly/ act as a telephone operator in the absence of the telephone operator.
* Act as a secretary of the Marketing Consultant.

Part-time Tutor of Korean Student (September 2011 – March 2012)

* Responsible to teach the student of basic English language & help them to answer the different assignments from school.
* Should have good communication skills & must be understanding.

**G.C Golden Island Commercial**

Office Secretary (September 20,2010 – January 21,2011)

* To maintain routine office work. To maintain billing, dispatch, payments follow up, inventory banking and other daily routine assignments. Must be familiar with Tally.
* Answer all correspondence promptly, and inform officers and advisors of the communication.
* \* Responsible of documentation, \* maintaining records, \* follow up. Skills: \* good communication skill- written & verbal, \* well versed with internet, ms office- excel, \* word, outlook & power point.

Internship

SAN FRANCISCO HIGH SCHOOL (Off-Campus Student Teaching Program)

Student Teacher (November 2009 – March 2010)

* Responsible to balance own studies and also teach my students properly.
* Should have good communications skills and must be understanding.
* Must be aware of the subjects that will go to teach and have in-depth knowledge about them.

|  |
| --- |
| **Frincle Joy Mamauag Madali – CV No**  **1944084**To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on cvcontacts@gulfjobseekers.comWe will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |