To Whom It May Concern;

I would like to take this opportunity to introduce myself to your company.

I'm Jessica, seeking an opportunity that will permit to excel within your company. My education, along with my work experience and pleasant personality, make me uniquely suited for the above position. Small investment in me would produce a substantial return for your company.

As my work experience shows some of my abilities as a career oriented individual, well-motivated person and great emphasis on work; I am considered to poses excellent skills. It would be my pleasure if you would review it and consider me.

Should like to set me for an interview to present my qualifications, I'll be glad to be there at your convenient business hours. You may contact me at 052-1484385/055-5342338.

Thank you.

Yours, Sincerely.

Jessica



**JESSICA**

**Email:** **Jessica.324436@2freemail.com**

**OBJECTIVE:** TO JOIN ORGANIZATION IN WHICH I CAN FULLY UTILIZE MY SKILLS AND ABILITIES THEREBY, PROVIDING A CAREER OPPORTUNITY AND PERSONAL GROWTH.

**SKILLS:**

* Well versed in computer typing and fax handling
* Good working knowledge of MS Word and Excel
* In depth knowledge in Cashiering and Customer Service
* Able to give and motivate Sales Personnel
* With knowledge in payroll accounts
* Effective skills in handling secretarial and Administrative work

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**WORK HISTORY: MERYL AND RALPH CORPORATION**

**Butuan City, Philippines**

**October 16, 2002-September 15, 2015**

**BRANCH MANAGER/HRD OFFICER– SHOE STORE**

* Conduct monthly appraisal to the employee
* Prepare monthly line target
* Checking daily sales report/Preparing monthly report
* Computing and pricing of stocks for sale
* Doing bank transactions
* Monitoring the incoming and outgoing of stocks
* Monitoring the flow of the stocks; items that are saleable or not
* Motivating/supervising co-workers under my supervision
* Receiving important calls from supplier
* Assisting customer needs and complains
* Assisting Cashier/sales personnel/stock controller (if needed)
* Processing business permit for renewal every year
* Processing and paying of property and land tax every year
* Making decisions for the improvement and betterment of the store.
* Over-all in charge for the operation of the store
* Interviewing Applicants
* Monthly evaluation of personnel
* Develop, advise and motivate personnel to enhance their skills
* Preparing payroll of sales personnel
* Processing and paying of SSS, PHILHEALTH and PAG-IBIG of sales personnel

***RICKY ONG MANAGEMENT CORPORATION (ROMC)***

***Bacolod City, Philippines***

 ***October 16, 1998 – October 15, 2002***

 ***ADMINISTRATION STAFF/INVENTORY CLERK***

* Checking of daily sales report
* Physical/actual inventory of stocks
* Filing of documents
* Posting of daily sales report
* Train newly hired cashier/stock controller/sales personnel

***NEGROS PRAWN CONSORTIUM, INC. (NEPCON)***

 ***Bacolod City, Philippines***

 ***February 1, 1994 – September 30, 1998***

 ***SECRETARY TO THE PRODUCTION MANAGER***

* Arrange conferences, meetings and travel reservations for the Production Manager
* Assisting the needs of the Production Manager
* Making/recording notes during important meetings
* Attending telephone calls
* Filing /keeping important documents of the company

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***EDUCATION:* Computer Secretarial-STI West Negros University**

Bacolod City, Philippines