Lea

Lea.328436@2freemail.com

**Objective:**

 To pursue my desire to be part in this prestigious company and be a productive individual that would share my skills and expertise.

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| **Working Experiences:** |

**ARCHIVE CLERK**

**Hosary Cargo LLC**

August 23,2014- November 29,2016

Responsibilities:

* Receiving/ answering and directing calls to the concerned individual.
* Sending the prepared manifest and invoices to main office and client.
* Maintaining orderliness and cleanliness in the office and attending guests by offering refreshments.
* Manage variety of general clerical activities such as encoding, photocopying, filing, and dispatching mail to any destinations.
* Assisting operation officers in preparing documents for customs submission, D/O or B/L collection or any related jobs as directed by them.
* Ensuring that hard copies and soft copies of all company files were parallel.
* Responsible on preparing list of office supplies requirement.
* Updating the list of received goods and dispatched goods in the warehouse.

**SALES REPRESENTATIVE**

**Starbright Office Depot**

V.Mapa St., Davao City- Philippines

June 10,2013 to August 16, 2014

Responsibilities:

* Scouting for prospective customer in assigned responsibility area.
* Preparing pricelist quotation as per customer request and requirements.
* Maintaining good rapport to every customer by providing efficient and quality service and goods.
* Visiting clients in a scheduled manner for any possible emergency needs and future requirements.
* Participating government biddings and monitoring the deliveries and availability of stocks to any awarded/ granted bids.
* Making follow-ups for payments, stocks orders, or any related activities for smooth selling/ supply operations.
* Sending e-mail of daily report to supervisor which includes any feedback, suggestions, or complaints from the customer for future planning and improvements.

**PHARMACY ASSISTANT / CASHIER**

**AMESCO Drug Corporation**

Cor. Suazo Street, R, Magsaysay Ave.,DC

March 13, 2010-December 21,2012

Responsibilities:

* Do cashiering and serving customer as per their medical needs.
* Securing availability of moving stocks and requesting for new items available in the market.
* Closely monitor product expiration and maintaining “first-in-first out” policy of each product.
* Provide fast and effective service to customer and do suggestive selling to maximize their money and time.
* Preparing a list for moving and non- moving items, withdrawing near expiry items.
* Maintaining cleanliness and proper display of each item.
* Responsible for the inventory of medical supplies and medicines every month.

**OFFICE STAFF**

**Double 28 Merchandise**

Ulas,Davao City- Philippines

February 19, 2009-October 31,2009

Responsibilities:

* Responsible for the filing and organizing company’s file.
* Preparing monthly production reports per collector.
* Checking, encoding, and summarizing sales.
* Attending customers and recording their orders.
* Assist in manual recording for the collection within the day.

**SERVICE CREW/ CASHIER**

**Rajah Yum Foods Corporation**

Jollibee Gaisano Mall

J. P. Laurel Ave, Davao City- Philippines

July 13,2007-February 15, 2009

Responsibilities:

* Preparing the work station. Cleaning and sanitizing. Refilling the condiments & utensils and securing everything is in order for whole day operations.
* Responsible for the new products and promotion introduction to every customers
* Maintaining the proper execution of step for quality services. Smile and greet the customer. Taking their order accurately. Call their order in advance and punch their order. Give change if there is any. Preparing their orders. Presenting and thanking them and ask for repeat order.
* Manage to train other newly hired service crew.

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| **Educational Background:** |

 College University of Southeastern Philippines

 Iñigo Street, Bo.Obrero, Davao City

 Bachelor of Science in Economics

 April 2013

 High School Makilala National High School

 Makilala, North Cotabato

 March 2004

 Elementary San Vicente Elementary School

 San Vicente, Makilala, North Cotabato

 April 2000

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| **Personal Data:** |

 Age : 29 years old

 Sex : Female

 Civil status : Single

 Birth date : June 30, 1987

 Birth Place : Makilala, North Cotabato

Weight : 38 kilos

 Height : 4’7’’

Languages/ Dialects spoken: English, Tagalog

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| **Skills:** |

Drawing

Encoding

Cashiering

Computer Literate (MS Excel, MS Word, Ms Power Point)

 Customer Relation