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 **GAZELLE**

**GAZELLE.335449@2freemail.com**

# **PERSONAL INFORMATIONS**

Birthdate : February 13, 1991

Birth Place : Isulan, Sultan Kudarat

Civil Status : Single

Religion : Roman Catholic

Nationality : Filipino

# **SUMMARY OF QUALIFICATIONS**

1. Hardworking and ready for new learning and a good team motivator with a good time management.

# **WORKING EXPERIENCES**

**Taguig City Government** January 2016-present

**Public Information Office** (Administrative Assistant)

**ADMINISTRATIVE:**

• Makes a requisition of Office Supplies

• File and update co-worker’s Personal data sheet

• Organize seminar and event

• Office Secretary

**FONE STYLE ACCESSORIES** July 2011-January 2016

 **(**Mobile Phone Retail)

Office Staff, Monitoring Dept.,

Bank Sales Transactions.

**INVENTORY COUNTING & ACCOUNTS:**

• Quarterly visits all company’s branches for inventory counting and actual supervision of their day to day transactions.

• Collect and sort data for the sales/stocks inventory report.

• Identify the IMEI or barcode and summarize a report for the list of missing items/variance.

• E-mail a variance report to the corresponding branch and wait for a reply until all missing items were found and noted/confirmed as sold and pulled out by other branch.

• Makes an end report for all confirmed missing/variance of each branch which includes the total amount of items and lists of personnel responsible for the payment of the lost.

• Record and release cheque payments.

• Check cash deposited and bank slips.

• Verifying credit notice from bank.

**SALES MONITORING**:

• Check e-mailed Daily Sales Report (DSR).

• Record and file invoices.

• Compute sales invoice against DSR and POS (iVend Retail).

• Make weekly and monthly sales/stocks inventory report for the suppliers like SAMSUNG, LENOVO, SONY, OPPO and more.

• History checking of IMEI or barcode of units and accessories as per request of the customer for warranty purposes.

• Record and file customer’s data for extended warranty (AIG).

**ADMINISTRATIVE:**

• Manage files, record systems, office supplies and inventory.

• Receive calls and answer queries from customers and other concerned people or company.

• Distribute mail and fax to respective recipients.

• Send memo to branches that do not follow standard operating procedures.

• Supervision of subordinates in absence of the department head.

• Delegate, provide assistance and resolve complaints.

• Train new hires with preliminary work information.

• Organize staff meetings and executive calendars.

• Monthly meeting/report or as needed with the General Manger together with branch OIC’s and office department heads.

• Entitled to share new ideas/strategies to increase sales and better management.

**OPERATIONAL:**

• Goods Issue IMEI or barcode of items that are no longer available or confirmed missing items using SAP

# **EDUCATION**

**TAGUIG CITY UNIVERSITY**

Bachelor of Science in Office Administration 2008-2011

**WESTERN BICUTAN NATIONAL HIGH SCHOOL** 2003-2007

**KALAWAG CENTRAL ELEMENTARY SCHOOL** 1996-2002

# **SEMINAR AND AWARD:**

**SMART COMMUNICATION** Writing RESUME and Interview Tips (August 2010)

**DEAN’S LISTER** 2ND YEAR 2ND SEMESTER (July 21, 2008)

**I HEREBY CERTIFY that the aforementioned information is true and correct to the best of my knowledge and belief.**

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