**CLEOFE**

[**CLEOFE.336438@2freemail.com**](mailto:CLEOFE.336438@2freemail.com)

**CAREER OBJECTIVE**

To occupy a position of responsibility, progressive and dynamic in nature which further develops interpersonal skills focusing on sales, back office in the performance of customer service to promote both good relation and confidence in dealing other people.

**WORK EXPERIENCES**

**SALES ADMINISTRATION STAFF**

ISUZU Manila - Philippines

September 15 2015 – June 15 2015

* Responsible for performing clerical duties like completing expense reports or sales proposals for prospective customers and carrying out administrative tasks such as coordinating meetings and office communications.
* Contributes quality customer service, from inquiries down to after sales service.
* Provide efficient support to the management team within a company's sales department.

**DOMESTIC WORKER**

Full time Babysitter - Singapore

December 13, 2011 – November 27, 2013

* Responsible in taking good care of the baby or child.
* Keep the children protected at all times.
* Extended ability to perform household activities and perform other duties.

**SALES ASSISTANT – General Trade Services**

**SALES INFORMATION ANALYST**

**LF (Philippines), Inc. – A Li & Fung Company**

General Trade Services – PMFTC Operation

September 3, 2008 – December 5, 2011

* Effectively provide support to Sales Information Group specifically for Philip Morris Fortune Tobacco Corp. Distribution Team.
* Reconciliation of sales in Asia Sales and Merchandising System (PM Int’l ),
* Frequently upload and download sales transaction from Hand-held terminal to ASMS,
* Ensure all manual invoices routed and non-routed customer are properly encoded into ASMS,
* Regularly submit all monitoring reports to designated person.
* Reports problems/concerns encountered that may hinder job completion.

**ASSISTANT III – SALES OPERATION MANAGEMENT**

**IDS Marketing (Philippines) Inc.**

August 22, 2006 – April 30, 2008

* Perform upfront analysis of payments as basis for encoding in JDE-OW to capture of deductions and created HB’s to assists the Sales Team in identifying causes and required action points for immediate resolution,
* Validate completeness of data and supporting documents and accuracy of payments and deductions recorded in Official Receipts
* Ensure that all official receipts are encoded based on standard cycle.
* Performs regular and timely distribution of supporting documents for deductions to Claims Department.
* Provides regular feedback on potential hanging balance and /or any exceptions noted on remittances.
* Ensure regular and proper filling of Official Receipts and the corresponding supporting documents, for different Principals (e.g Mandom, Lamoiyan, Universal Robina Corp. Beverages, PT Bintang)
* Perform other tasks as delegated by the immediate superior, specifically cashiering and prepare bank remittances.

**ENCODER - SALES INFORMATION ASSISTANT**

**TOPLIS SOLUTIONS INC**. assigned in **IDS Marketing Inc. - Philippines**

June 19, 2004 – August 15, 2006

* Effectively provide support to Sales Admin. Manager specifically for **Regional Distributor** information nationwide,
* Analyze and process data, monthly sales reports and ending inventory for Sales Admin Manager and Regional Distributor group.
* Process/provides sales data to Regional Dist. Manager’s
* Gathering and extracting data related to sales of RD, Sales to Trade, and Inventory from RD warehouses.
* Consolidates Monthly and Weekly Sales to Trade and Inventory in all Principals per Regional Distributor in South Luzon.
* Ensures systematic maintenance of files and documents of RD information group.
* Ensure confidentiality in handling RD Sales information (Incoming and Outgoing RD Sales Data).
* Update Handover Account per Booking, Ex-truck in all Regional Distributors.
* Performs other sales admin task that may be assigned by the superior.

**EDUCATION**

**GRADUATE**  - Bachelor of Science in Information Technology

**Camarines Sur Polytechnic Colleges Y- 2003**

Philippines

**TRAININGS AND SEMINARS ATTENDED**

**HOUSEHOLD SERVICES -** TESDA (Technical Education and Skills Development Authority)

July 23 2014 - Philippines

**DRIVING -** TESDA (Technical Education and Skills Development Authority)

May 22 2016- Philippines

**SPECIAL SKILLS AND INTEREST**

* Computer Literate, proficient in Microsoft Word, Excel and Powerpoint
* Hands-on experience in JD Edwards (One-World) Account Receivable and **Brio**
* Accounting Inventory Management System (AIMS)
* Work under pressure and able to do Multi tasking
* Able to follow written instructions, and has a strong ability to learn new system and procedures
* Customer service oriented and do telemarketing.
* Love to care and work with children, can sing and dance.

I hereby certify that the above statements made by yours truly are true and correct to the best of my knowledge and belief.

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