JELYN DE

[JELYN.337391@2freemail.com](mailto:JELYN.337391@2freemail.com)



**OBJECTIVES**

To work in a prestigious and dynamic institution that provides for my career growth where I can efficiently apply my knowledge through extensive training and experiences.

**PROFILE**

Goal oriented and team worker in the field of sales, able to handle multi-tasking and can work on minimum instruction.

**WORKING EXPERIENCE**

**FUS MERCHANDIZING**

**Sales Associate**

Balasan Iloilo Branch Phil. **May, 2016 to September, 2016**

***Duties and Responsibilities***

* Greet customer and determined their wants
* Build customer confidence by offering them suggestions and opinion
* Answer customer question satisfactory
* Persuading customers to buy a product
* Reorganizing items Maintaining a neat and tidy store
* Stocks shelves with merchandize

**EMPLOYMENT RECORD/JOB DESCRIPTION November 17-February10, 2016**

**STUDENT TRANEE**

**Development Bank of the Philippines (DBP)**

Roxas City, Philippines

* Filing of Documents
* Money Sorting
* Verifying Credit Advices
* Depositing Accounts
* Encoding Bills
* Sending Fax Email to other Branch of DBP
* Answering phone calls
* Assisting the Client

**SKILLS**

* Familiarity with MS word, PowerPoint
* Interpersonal skills and ability to work under pressure
* Able to work in a team environment
* Strong oriented towards continuous learning
* Knowledgeable in arranging stocks and leveling
* Browsing using internet & E-mails

**SEMINARS ATTENDED**

* **MBA Young Pinoy Entrepreneur Forum**

August 2, 2013

CAP Auditorium, Iloilo City, Philippines

* **Entrepreneurship forum & Skills training workshop**

August 8, 2013

CapSU Pilar, Multi-purpose Hall

* **Small Medium Entrepreneurship**

July 15, 2015

CapSU, Pilar, Multi-purpose Hall

**EDUCATIONAL ATTAINMENT**

**Tertiary**  **Bachelor of Science in Business Administration**

**Major in HRDM**

Capiz State University

Pilar, Capiz, Philippines

S.Y. 2012-2016

**Secondary Casanayan National High School**

Brgy. Casanayan, Pilar, Capiz, Philippines

S.Y. 2008-2012

**PERSONAL DATA**

Age : 21 Years Old

Sex : Female

Height : 5’1

Weight : 47

Civil Status : Single

Religion ; Roman Catholic

Date of Birth : Brgy. Casanayan, Pilar, Capiz, Philippines

Language : English, Filipino, Hiligaynon

Visa Status : Visit Visa