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|  JERIEL  **E-mail:** jeriel.337554@2freemail.com **Education: Diploma*** **Dr. Cecilio Putong National High School**

Tagbilaran City, Bohol, Philippines**Short Course:*** **ComputerHardware Servicing NC11**

Tubigon, Bohol, Philippines**Computer Skills:*** MS Office Applications
* Computer Hardware/ Software
* Internet, Emails

Personal Data:Age : 29 yrs. oldDate of Birth : February 18, 1987Place of Birth : Davao, PhilippinesNationality : FilipinoGender : MaleCivil Status : MarriedHeight : 5’6’’Weight : 65 kg**Languages Known :**English, Cebuano, Tagalog, American Sign Language**Seminars and Training Attended:****Book Keeping and Accounting for Non-Accountants (PICPA)**Abudhabi, United Arab Emirates | Profile* A highly organized and friendly professional, able to establish long term, positive and fun relationships with clients, co-workers and outside resources.
* Negotiation Skills.
* Skilled in working independently and as enthusiastic team player.
* Public speaking and presentation.
* Written and verbal communication.
* Insightful- high motivated to learn and experience.
* Skilled at balancing and prioritizing multiple task to meet deadlines.
* Highly organized and able to prioritized effectively-detail-oriented.
* MS Office: Word, Excel, PowerPoint & Access.
* Computer hardware/ software problem solutions.

Professional Interest* I am seeking a position that enables me to utilize and fortify the attributes, skills and personal qualities I currently have and to make a real, tangible difference in the company that I work for. I have always been an extremely hands on, practical and energetic worker and am very experience with providing excellent customer service at all times and in all circumstances. I have a “can-do” attitude and I enjoy overcoming challenges.

*Skills and Capabilities:* * *Outstanding persuasion and negotiation skills.*
* *Friendly and approachable manner.*
* *Organized.*
* *Trustworthy*
* *Reliable.*
* *Team player.*
* *Attention to Details.*

Work Experiences: *C:\Users\User\Downloads\fast logo.pngEmirates National Group (Fast Rent A Car)**Transportation**Liwa Street, Abudhabi,UAE**Office Clerk**Human Resource Department****Duties and Responsibilities:**** Checking of stationary items from staff and replenishing required stationaries on daily basis.
* Receives all incoming mails from HO-employees and submit to HO Receptionist for dispatching.
* Checking and maintaining of the HO-Board room; replenishing of stationaries in board room.
* In charge of copying and duplication of letters; documents or other materials on the photocopying machine.
* In charge of outgoing Faxes; collect the documents from the staffs and faxing it to corresponding fax numbers and printing of fax send confirmation as acknowledgement.
* Responsible for the operation and maintenance of office machine such as fax machines and photocopying machine.
* Replacing Printer Cartridges etc.

**HR Dept. Duties*** Assist in Creating and maintaining of a personal file for new employee and ensure that this accurate and update.
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| Hobbies and Interest:* Cycling (Road/MTB Bikes)
* Enthusiast in sports specially in cycling.
* Own 2 Road bikes

**CHARACTER REFERENCES:****Available upon Request** | * Updating of personal file in and out register and Proper Filling of all personal paper work, memos, all leave request copies etc.
* In charge of HR personal files maintenance and stores them in-order for utilization of the archives room/ HR Filling Cabinet.
* Perform other duties directed by HRM.

*Other Duties** In the absence of HO-receptionist; Answers incoming calls, routing them to the concern staffs and taking messages when appropriate. Greet the guests when they visit HO.

*C:\Users\User\Downloads\emirates steel logo.jpgEmirates Steel Industries**Steel Manufacturing**Musaffa Icad2, United Arab Emirates**Office Assistant**Finance Department****Duties and Responsibilities:**** Provides support for efficient departmental operations: processes ordering of equipment and supplies; responsible for incoming and outgoing mails*.*
* Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
* Maintains equipment by completing troubleshooting; monitoring equipment operation; maintenance & upgrade.
* Serves customers by backing-up receptionist; answering questions; forwarding messages; confirming customer inquiries; keeping customers informed of inquiry status.
* Works on daily errands, which include handling communications with private and government entities, post office and banks.
* Updates job knowledge by participating in educational opportunities.
* Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
* Preparing a variety of coffees to the managers, staffs and guest if necessary.

*C:\Users\User\Downloads\20170107_183608.png*Golden Rose Pension Loan Corp.*Financing Firm*Tubigon, Bohol, Philippines Marketing Assistant*Branch Office Department***Duties and Responsibilities:*** Corresponds in marketing the company through different strategies like flyers distribution, house to house visiting and attending meetings.
* Designs & provides marketing activities.
* Generates and coordinates use of marketing reports.
* Checks schedules, production and distribution arrangements and other details to ensure timely completion and quality control of marketing activities and publications.
* Coordinates advertising placement and schedules.
* Establishes and maintains department records and files and provides additional administrative support.
* Establishes filing systems.
* Schedules appointments.
* Researches information.
* Schedules appointments.
* Uses computerized spreadsheets.
* Understands and applies policies and procedures.
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|  | *C:\Users\User\Downloads\citi hardware logo.png*CITI Hardware*Hardware Store*Tagbilaran,Dao, Philippines Sales/Merchandiser*Branch Store***Duties and Responsibilities(Continuation):*** Source and develop client referrals.
* Prepare sales action plans and strategies.
* Schedule sales activity.
* Develop and maintain a customer database.
* Develop and maintain sales and promotional materials.
* Plan and conduct direct marketing activities.
* Make sales calls to new and existing clients.
* Develop and make presentations of company products and services to current and potential clients.
* Negotiate with clients.
* Develop sales proposals.
* Prepare and present sales contracts.
* Maintain sales activity records and prepare sales reports.
* Respond to sales inquiries and concerns by phone, electronically or in person
* Ensure customer service satisfaction and good client relationshipsfollow up on sales activity.
* Perform quality checks on product and service delivery.
* Monitor and report on sales activities and follow up for management.
* Carry out market research and surveys.
* Participate in sales events.
* Monitor competitors, market conditions and product development.

**C:\Users\User\Downloads\fortune life insurance.gifFortune Life Insurance** ***Insurance Provider*** Tagbilaran, Bohol, Philippines**Insurance Agent**Branch Office**Duties and Responsibilities:*** All potential clients to expand their customer base.
* Interview prospective clients to get data about their financial resources and discuss existing coverage.
* Explain the features of various policies.
* Analyze clients’ current insurance policies and suggest additions or changes.
* Customize insurance programs to suit individual clients.
* Handle policy renewals.
* Maintain electronic and paper records.
* Help policyholders settle claims.

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