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| JERIEL      **E-mail:** [jeriel.337554@2freemail.com](mailto: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. old  Date of Birth : February 18, 1987  Place of Birth : Davao, Philippines  Nationality : Filipino  Gender : Male  Civil Status : Married  Height : 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. |
|  | *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 relationships follow 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. |