**[NIMFA](mailto:NIMFA.338593@2freemail.com)**[.338593@2freemail.com](mailto:NIMFA.338593@2freemail.com)

**NIMFA**

Solid working experience in Sales and Retail

**EDUCATION** A.Y. 2004 – 2009

**Notre Dame of Kidapawan College**

Bachelor of Science in Computer Science

A.Y. 2000 – 2004

**Kidapawan National High School**

Secondary Education

A.Y. 1994 – 2000

**Kidapawan Pilot Elementary School**

Primary Education

**PROFESSIONAL EXPERIENCE**

* **Warehouse In-Carge** (Dry goods Department)at Gaisano Grand Mall, Kidapawan City

(May 2013 – May 2016)

**Job Description:**

1. Oversees the team of approximately twenty stockmen and two Receiving Checkers.
2. Maintaining and monitoring the cleanliness and safety of warehouse.
3. Checked if the items delivered were properly received by the checker.
4. Checked if the inventories of stocks are properly implemented by the stock-in-charge in each department by using bin card.
5. Monitor the checkers if the items withdrawn from warehouse to selling area are already barcoded and have already scanned for checking of prices.
6. Reconcile if there is discrepancy to the items received by the stock-in charge.
7. Plans and coordinates work, motivates, monitors and evaluates performance of warehouse.

* **Auditor** at Asia Glass Palace Inc.(Davao Branch) Glass and Aluminum Company

(June 2012 – March 2013)

**Job Description:**

1. Checking all internal transaction of the company.
2. Checking financial records and books.
3. Prepare detailed report on audit findings.
4. Submit and report the output to the owner.

* **Assistant Head Cashier** at Davao CitiHardware Inc. (Kidapawan Branch)Retailing of finishing construction materials.(June 2009 - May 2011)

**Job Description:**

1. Handles petty cash fund and change fund of the store.
2. In- charge on all expenses of the store.
3. Encode daily sales reports, cash counting and cashiering.

**AWARD Outstanding Sales Performance rank no.4 December 2014**

Gaisano Grand Mall of Kidapawan

**SKILLS AND COMPETENCIES**

* Can work under pressure
* Responsible to any given task
* Strong customer service skill
* Self-motivated and ability to take initiative
* Keen to learn and improve skills
* Computer Literate
* Teamwork oriented
* Communication proficiency
* Performance Management
* Ethical Conduct

**SEMINARS ATTENDED:**

* **Basic Supervisory Skills** (September 4, 2015) Gaisano Grand Mall of Kidapawan
* **Customer Service Excellent** (March 19, 2014) Gaisano Grad Mall of Kidapawan
* **Career Employment Counseling & Labor** (March 2 and 17, 2009) Notre Dame of Kidapawan College

**PERSONAL DATA**

**DATE OF BIRTH** : 18TH of January 1987

**PLACE OF BIRTH** : Asuncion, Davao Del Norte

**AGE** : 29

**HEIGHT** : 154 cm

**WEIGHT** : 53 kg

**GENDER** : Female

**CITIZENSHIP** : Filipino

**RELIGION** : Roman Catholic

**CIVIL STATUS** : Single

**DIALECT** : English, Tagalog and Visayan

**ADDITIONAL INFORMATION**

* Buy and sell cosmetics product
* Also love cooking, where I bake some desserts and make it my small businessby selling it through posting on Social Media.