## Jasmin

## Jasmin.339555@2freemail.com

## C.S.A-Sales Assistant

Emirates Petroleum Product Co. (EPPCO) Dubai U.A.E

January 25, 2004-January 31, 2007

* Handling cash register inside the convenient store in the station.
* Giving good service to customers in terms of greeting, answering inquiries and offering assistance.
* Receiving and checking of goods supplied by suppliers were performed as well as maintaining cleanliness of store, warehouse and forecourt vicinities.
* Daily merchandising and displaying of product in accordance to company plan o grams as well as quarterly inventory of products.

**Purchasing Assistant**

99 Store Maxfield Marketing 29 Mayon St. Quezon City Philippines

February 14, 2002-December 31, 2003

* Counter supplier delivery receipts.
* Monitor and updating monthly stock movement.
* Releasing purchase order and damage return products.

**Data Control Assistant**

Philippine Long Distance Telecommunication Company (PLDT)

EspañaSampaloc Manila Philippines

April 13, 2000-December 31, 2001

* Monitor and implement all type of service order by retrieval completion and staging of service order requested according to their order types.
* Provision of customer database statistics by logging all completed transactions and using these logged transactions for monthly report.
* Analyze customer database faults and determine the cause of unreported service orders and transaction discrepancies.

**EDUCATIONAL BACKGROUND**

**College**  La Consolacion College

 Mendiola Manila

 1995-1999

**Course**  Bachelor of Science in Business Administration major in

 Computer Information Science.

**Secondary** Bukal National High School

 Liliw Laguna

 1990-1994

**Primary**  Liliw Central School

 Liliw Laguna

 1984-1990

**SKILLS**  Computer Literate (MS Word,Excel,Powerpoint)

**PERSONAL DATA**

**Sex** Female

**Date of Birth**  July 22, 1977

**Civil Status** Married

**Citizenship** Filipino

**Language Spoke** Tagalog, English

**Visa Status** Visit visa