

***Areas of Expertise:***

***Sales Coordination***

***Secretarial Woks***

***Customer Relation***

***Administrative Work***

***Operations Work***

***Skills:***

* Can handle multiple tasks effectively.
* Computer Literate in MS Office Applications (Word, Excel, Power Point, Outlook)
* Have strong coordinating and persuasive skills.
* Strong physical ability to perform all job functions.
* Good communication skills.
* Established good working relationship with customers.
* Tolerant and flexible, adjust to any situation.

***PERSONAL DETAILS:***

**Date of Birth: Oct. 13, 1983**

**Civil Status: Married**

**Nationality: Filipino**

**Religion: Catholic**

**Visa Status: Transferrable**

**Visa Expiry: February 2017**

**Logistics Assistant**

**Pan Emirates Building Materials Trading FZCO**

**Jebel Ali Freezone, Dubai, UAE**

**January 2014 to present**

* Dealing with telephone and email enquiries
* Process the LPO
* Process delivery note
* Process sales invoices
* Prepares Manual Receiving Note (MRN)
* Prepares Purchase Voucher (PV)
* Prepares sales report
* Mill Test Certificate in charge
* Filing and administrative duties as required.
* Assist & support Operations team whenever & however needed.
* Word Processing
* Creating and maintaining filing systems

**Promotions and Merchandising Officer**

**Valiant Enterprises Inc.**

**Mandurriao, Iloilo City, Philippines**

**June 2012 – November 2013**

* Deal with customers & provide excellent customer services facilities
* Display and merchandise according to Plano gram.
* Maintains inventory levels
* Warehouse management
* Monitors off take
* Submission of weekly reports
* Attending to customers and handling complains

* Runs and implement flawless execution of Del Monte Philippines national programs in a time frame.
* Store checking
* Submission of reports
* Handles merchandisers attendance and process the payroll
* Territory and Asset Management
* Market Analysis and Business Development
* Coordination with DDM, OM, Distributor Salesmen and Customer and Marketing Group
* Personnel Management

**Data Encoder/Purchaser**

**Yapoco Marketing Inc**

**LaPaz, Iloilo City, Philippines**

**January 2006 – May 2007**

* Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
* Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.
* Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
* Maintains data entry requirements by following data program techniques and procedures.
* Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.
* Secures information by completing data base backups.
* Maintains operations by following policies and procedures; reporting needed changes.
* Maintains customer confidence and protects operations by keeping information confidential.
* Contributes to team effort by accomplishing related results as needed
* Verifies purchase requisitions by comparing items requested to master list; clarifying unclear items; recommending alternatives.
* Forwards available inventory items by verifying stock; scheduling delivery.
* Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders.
* Verifies receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.
* Keeps information accessible by sorting and filing documents.
* Inventory in charge
* Pricelist

**Service Crew**

**Romac Visayas Services – Movi Snack Bar**

**LaPaz, Iloilo City, Philippines**

**October 2005 – January 2006**

* Welcome customers as they come into the counter
* Help customers to settle down and also take their orders
* Process customers’ orders and generate their bill
* Serve and pack warm foods to clients in an effective manner and in strict accordance to the orders of such clients
* Reconcile with the Finance department for the sales remittance
* Clean the counter

**Retail Sales Associate**

**Gaisano City Mall**

**LaPaz, Iloilo City, Philippines**

**April 2005 – October 2005**

* Work with customers with the most cheerful and pleasant disposition
* Give answers to customers’ questions or concerns related to the product and charged to sell and demonstrate good knowledge of the product
* Communicate and assist customers in any way possible and as the customers may require
* Deal with customer’s complaints professionally and with restraint
* Close as many deals and transactions as possible
* Process or help process payments made by the customer whether by in cash or credit card
* Report sales accurately
* Targeting the sales quota

Bachelor of Science in Commerce major in Management Accounting

University of Iloilo

2009

References available upon request.

**EDUCATIONAL QUALIFICATION**