**JOBELLE **

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United Arab Emirates jobelle.345118@2freemail.com

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| **OBJECTIVE** |

To utilize the opportunities of working with a reputed and progressive Organization, where I can enhance my professional skill and strength in conjunctions with the company goal and objectives and face new challenges.

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| **QUALIFICATION** |

* Associate Company Secretary
* Customer Service Representative
* Sales Coordinator/Clerk
* Cashier
* Quality Control Inspector

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| **ACADEMIC QUALIFICATION** |

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| **QUALIFICATION** | **INSTUTION/UNIVERSITY** | **MONTH & YEAR** | **REMARKS** |
| COLLEGE | Polytechnic University of the Philippines (Information & Communication Technology) | June 2004 | Graduate with Diploma |
| SECONDARY | Pulong Buhangin High School | March 2002 | Complete |
| PRIMARY | C. M. de Jesus Memorial School | March 1998 | Complete |

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| **PROFESSIONAL EXPERIENCE** |

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| **COMPANY NAME** | **DUTIES & RESPONSIBILITIES** |
| Spartans General Contracting & Maintenance L.L.C.* Company Secretary

(March 2013 – Present) | * Answer or redirect general inquiries in person by telephone or email
* Distribute incoming mail or faxes
* Maintain filing system for the Client
* Schedule individual or group appointments and meeting for Staff members and Manager
* Process Client cancellation list on a continual basis
* Assist with organizing departamental functions
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| EMKE Group of Companies* Customer Service Representative

(Nov. 2011 – Feb. 2013)* Cashier

(March 2011 – Nov. 2011)* Sales Clerk

(Dec. 2007 – Feb. 2011) | * Serves customer by providing product and service information
* Maintain customer records by updating accounts information
* Prepare service reports by collecting and analyzing customer information
* Receive payment by cash, cheques, credit cards, voucher or automatic debits.
* Issues receipt, refunds or change due to customer
* Maintain clean and orderly check out areas
* Establish or identify prices of goods, services or admission and tabulate bills using calculator, cash register or optical price scanner
* Set up advertising display and arrange merchandise on counters or tables to promote sales
* Stamps, marks, or tag price on merchandise
* Answer customer question concerning location, price, and use of merchandise
* Accept payments and make changes
* Wrap or bag merchandise for customer
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| Q. C. Styro Packaging Corporation* Quality Control Inspector

(Sept. 2006 – July 2007) | * Make sure that the every products meet standards of quality and safety
* Visit factory floor to take sample of products and inspect production to discuss problems with colleagues
* Inspect regularly and test samples of products
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| Tri – Union International Corporation (Company B)* Sales Coordinator

(Feb. 2005 – Feb 2006) | * Assisting the sales department to manage monthly and annual quotas
* Schedule meeting and preparing presentation
* Maintain team work of staff members
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| **TRAINING ATTENDED** |

* Sales Training Programme organized by Manila Sothern Association (SM Marilao)

Marilao Bulacan, Philippines (Nov. 2004 – Feb. 2005)

* Practical Training Orientation held in Professional Regulation Commission (PRC)

Sampaloc St. Sta Cruz, Manila, Philippines (April 2004 – June 2004)

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| **STRENGHT & PROFICIENCY** |

* Keep interest in learning new things
* Ability to meet out deadlines
* Good communication skills
* Good knowledge of MS Office application
* Extensive use of computers in various areas of works
* Use of internet application

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| **PERSONAL DETAILS** |

Date of Birth : 16 September 1985

Nationality : Filipino

Marital Status : Single

Notice Period : One Month

I, hereby certify that the above mentioned information is true and correct to the best of my

knowledge and belief.