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[**Claudes.351390@2freemail.com**](mailto:Claudes.351390@2freemail.com)

**Claudes**

**OBJECTIVE**

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company’s productivity and reputation

**Career Profile**

* 1 year of experience in performing administrative & Secretarial functions
* 6 Months of experience in performing Inventory Clerk, office & field work
* 3 Months of experience in performing Sales & Marketing functions
* Develop good communication skills & Self Confident
* Degree Holder of Bachelor of Science in Hotel and Restaurant Management

**Highlights of Qualification**

* Dedicated, focused at work able to prioritized and complete multiple tasks and follow in order to achieved the company’s objective
* Independent and self- motivated
* Ability to learn new tasks, goal oriented and enthusiastic
* Detail oriented and organized professional
* Resourceful in completing the assigned task given
* Eager to learn new skills and knowledge for my career development

**EDUCATIONAL BACKGROUND**

Tertiary **STI | System Technology Institute**

2010-2014 *Bachelor of Science in Hotel and Restaurant Management-* Naga City

**PROFESSIONAL EXPERIENCE**

**Al Mazaya Kitchen Equipment LLC Sharjah UAE**

**Sales & Marketing, Nov 2016 – Feb 2017**

* Assist walk in customer, answering phone for inquiries & making quotation
* Telemarketing as per searching for clients, sending email blast of the company profile & offers
* Administrative & Secretarial work close to manager for inquiries & quotation concern matter
* Prepare Invoices, reports and other documents using Microsoft excel processing

**Federal Land Inc, Real State Philippines**

**Division Coordinator, May 4- May 5 2016**

* Administrative & HR concern job
* Assisting accredited license broker, together with their client, tripping to showroom and discussing our project
* Sending email & text blast for project information, letting them know all the concerns & status of the project
* Prepare sales reports
* Prepare necessary collaterals for events & tables booth activities
* Prepare daily Media Report
* Controls division usage and consumable items
* Handle Budget & Liquidation

**MMJ Trading System , Philippines**

**Inventory Clerk, Oct 2- Mar 3 2015**

* In- charge to warehouse monitoring, receiving & out supply
* In-charge for purchasing & follow up suppliers
* Distributing supply to all branches
* Coordinate to Sales Man of different branches
* Prepare invoices & consolidated reports

**KNOWLEDGE AND SKILLS**

* Hard working
* Flexible, quick learner, who adapts easily to new situations and enjoys a challenge
* Resourceful in completing tasks
* Good communication skills

**AWARDS AND ACHIEVEMENTS**

**Tagisan ng Talino Citation of Excellence** Commencement Ceremonies of STI Academic Center **I** Naga City.

*April 27, 2014*

**Tagisan ng Talino- (1st Runner –up)** Plates and Palates Cluster 8,STI College Shaw, Shaw Blvd. Pasig City

*February 14, 2012*

**Tagisan ng Talino-** Plates and Palates Cluster Competition

STI University parkway Drive Bonifacio Global City, Taguig

*January 12, 2011*