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**CHARILYN**

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**Career Objective:** To have a productive career in a competitive organization, where the skills and knowledge I acquired and learned will be fully utilized.

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**Personal Information:**

Date of Birth : May 09, 1994

Age : 22 years old

Nationality : Filipino

Marital Status : Single

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**Experience:**

**Sales Encoder -** Lear Automotive Services (Netherlands)B.V, Cebu, Philippines

July 09, 2015 - September 16, 2016

**Duties and Responsibilities:**

* Ensure that price is loaded in QAD system in timely manner, either manually loaded or through CIM loading.
* Reviewing the logistics’ request through checking the currency, ship to code, date to be ship, date to be expired and price list program
* Ensure that before loading the price, print the file for the Senior Sales Representative/Manager’s approval and signature
* Do verification and sign-off with the printed evidence that includes email and file approval. After loading the prices in QAD and subsequently route it to Sr. Sales Representative/Manager for confirmation and Plant Controller /Accounting for verification
* Organize the printed evidence by putting it into folder according to its label
* Regularly print the Customer Master file, the Price Master file, Price Change logs, and Customer Change logs on annual and quarterly basis for review as well as other SOX/FOA/TS 16949 document filing
* Ensure that office supplies are monitored checked and replenish in timely manner
* Does other critical wok instructed by Senior Sales Representative /Manager
* Supported the FOA/SOX/TS 16949 audits by ensuring all records are correct and up to date
* Pass the annual audit FOA/SOX/TS 16949 to accounting team both Plant Lapu-Lapu and Gabriela
* Update the Price List program information if required
* Sending updated price list program information to my manager, logistics and others if needed
* Handling the customer’s e-mail and taking care of their queries via email/telephone
* Handling complaints and resolving them
* Assisting all the customer’s queries and ensuring that all their needs are fulfilled
* To maintain good work relation with own colleagues and other departments

**On the Job Training -** Department of Labor and Employment, Cebu Philippines

April 08, 2014 - May 19, 2014

**Duties and Responsibilities:**

* Answer telephone calls
* Assist my manager
* Organizing and compiling the important documents within the organization
* Help organize office activities
* Operate machines such as photo copier, scanner, and computer
* Basic computer skills

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**Education**

**College** University of San Jose-Recoletos (2011-2015)

Cebu City, Philippines

Taking up Bachelor of Arts in International Studies and Have a major subjects dealing with foreign affairs specifically cultures of the world, geopolitics, and International Conflict Resolution and Management.

**Secondary** Saint Dominic Learning Center (2006-2011)

Sangi New Road Lapu-Lapu City

**Primary** Saint Dominic Learning Center (2000-2006)

Sangi New Road Lapu-Lapu Cebu City

**Skills and Abilities:**

Good English communication skills and can directly supervise job orders

Able to work with tight schedule

Good Interpersonal skills

Have Self-Control and Listening

Teamwork

Hands-on experience

Ability to listen and active problem solving

Can work under pressure

Having a knowledge of Microsoft Office

Data entry and basic computer skills

Ability to memorize protocol and guidelines

Time management skills

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**Achievements:**

Dean’s List in First Semester

School Year 2013-2014

Given this Recognition Day, February 10, 2014

Dean’s List in Second Semester

School Year 2013-2014

Given this Recognition Day, September 25, 2014

**Organizations / Affiliations:**

Member of the Josenian Junior Diplomats