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**Mat**

**Mat.362756@2freemail.com**

**OBJECTIVE**

To be a member of a well established company that can provide career advancement and good compensation basing to the quality of my work and experience

**QUALIFICATION**

* Ability to communicate effectively and can deal with multinational working environment.
* An effective team player who listens, thrives to collaborate with diversely talented team members.
* Openness to challenges on the job.
* Self motivated and willingness to learn more.
* Ability to work independently, handle multi tasks and assignments simultaneously.
* Knowledge in typing, MS Office Access (Word and Excel) Internet Filling.

**PROFESSIONAL EXPERIENCE**

**Sales Utility Clerk**

**Ever Shoppers Inc.**

Ortigas Avenue Extension, Pasig City

September 2002 to January 2003

**Job Responsibilities**

* Assist customers in locating their choice of products.
* Provide insight into product features through demonstration.
* Respond to customer’s questions regarding product features, models and limitations.
* Provide customers with information on product price and any associated discounts or value earnings.
* Assist customers in choosing products by providing truthful feedback.
* Escort customers to cash registers and run them through the payment procedure.
* Provide information regarding return and exchange policies.

**Service Crew**

**Jabelle Food Services Inc.**

Jollibee Taytay Uptown

July 2003 to September 2003

**Job Responsibilities**

* Welcome customers as they arrive at the order counter.
* Inform customers of any special or new deals that the company has introduced.
* Take orders by punching them into the POS database and repeat orders to ensure accuracy.
* Relay orders to the kitchen so that they can be prepared immediately.
* Handle preparation of fountain drinks, shakes and ice creams
* Assemble meals on a tray and offer the tray to the customers eat in
* Ensure that order and food preparation counters are clean at all times.
* Receive supplies and ensure that they are stored properly.
* Handle customer’s complaints and concerns.

**Counter Checker**

**SM Mart Inc.**

SM Department Store Cubao

June 2005 up to present

**Objectives**

Efficiently pack/bag customer purchases and check pertinent documents of the transaction.

**Job Responsibilities**

* Check and ensure accurate documentation and compliance to security measure for all transactions.
* Check quantity of items purchased and efficiently pack/bag the items following set standards and procedures.
* Check completeness and ensure safekeeping of necessary materials/supplies/documents at the counter.
* Record all cancelled, voided and suspended transaction.
* Submit all sales documents to the checking supervisor at the end of the day.
* Awareness of cash procedure. Cross checking cashier transaction.

**EDUCATIONAL ATTAINMENT**

**TERTIARY** Philippine School of Business Administration

 Bachelor of Science in Accountancy

 Katipunan, Quezon City

 SY: 2001

 Jose Rizal University

 Bachelor of Science in Accountancy

 Mandaluyong City

 SY: 2003 – 2005

**SECONDARY** Taytay National High School

 Taytay, Rizal

 SY: 1996 – 2000

**ELEMENTARY** Rosario Ocampo Elementary School

 Taytay, Rizal

 SY: 1990 – 1996

**PERSONAL DATA**

**Age:** 33 years old

**Date of Birth:** June 11, 1983

**Height:** 5'7*"*

**Weight** 154 lbs.

**Citizenship**: Filipino

**Status:** Married

**Religion:** Roman Catholic

**Visa:** February 14 – July 14, 2017

**TRAININGS AND SEMINARS**

**Quality Customer Service**

May 08, 2006

SM Training Center, Cubao, Quezon City

**Work Attitude and Values Enhancement**

September 06, 2006

SM Training Center, Cubao, Quezon City

**Customer Handling Skills Workshop**

February 18, 2009

SM Training Center, Cubao, Quezon City

**Personality Enhancement Program**

August 12, 2009

SM Training Center, Cubao, Quezon City

**JI Buddy Systems Orientation**

June 14, 2011

SM Training Center, Cubao, Quezon City

**Sailing from Good to Great : Vision, Mission, Values**

July 29, 2013

SM Training Center, Cubao, Quezon City