 **Chelpany**

**Chelpany.363019@2freemail.com**

**Objective:** To establish a career in customer service, office administration, retail sales.

**Work Experience:**

**Albadi Jewellery LLC November 2016 to Present**

**Turk Gida General Trading February 2015 to November 2016**

**(Visa under Albadi Jewellery LLC)**

**Archive Clerk**

**Albadi Jewellery LLC November 2016 to Present**

 **Archive Clerk**

RESPONSIBILITIES

* Answers Incoming and outgoing Phone Calls of the Clients and Customer.
* Assist Client inquiring necessary documents need to forward about their shipment.
* Making and entering in system the application of the client/customer for the certificate of their shipment.
* Making daily reports for collectibles and applied customers.
* Follow up payment collectibles from clients through phone.
* Making invoices and receipt vouchers of the client.
* Performing other task like depositing cheque/cash in the bank.

**Turk Gida General Trading February 2015 to November 2016**

**(Visa under Albadi Jewellery LLC)**

**Archive Clerk**

RESPONSIBILITIES

* Answers Incoming and outgoing Phone Calls of the Clients and Customer.
* Preparing and Making Delivery Note and Invoices for the Salesman Customers and handling Petty Cash that the Salesman Collected.
* Responsible in Warehouse for Office Documents and Receiving Mails.
* Make Daily Report for the Customer that the Salesman visited and keeping office documents papers.
* Sending Statement of Accounts to Clients.
* Making Summary reports for the daily expenses and collection.
* Updates the files in the system.
* Follow up payments collectibles from clients through phone.
* Making Inventory of Stocks in Warehouse.
* Performing other task given by Manager.

**Provincial Social Welfare and Development Office (PSWDO) February 2013-April 2014**

Office Clerk/Assistant

RESPONSIBILITIES

* Responsible for receiving incoming and outgoing communications of PSWDO documents.
* Assist and interview clients requesting for Assistance in disaster and relief operations.
* Conducted field visits to assess patients requesting assistance.
* Encoded Obligation Request and Disbursement Voucher of the clients.
* Attended seminars and trainings for official and Social Welfare programs.

**West Avenue Theaters Corporation (WATC) Jan-December 2012**

**Cashier at Cinema Snack Bar, SM City, Sta. Mesa**

RESPONSIBILIITES

* Accurate and efficient cash/credit card transactions on POS.
* Completing sales sheet at the end of shift.
* Assist customers in purchase and selection of products.
* Maintain stocks, inventory and receipt of deliveries.

**Ever Gotesco Inc. Sales Assistant July-December 2011**

RESPONSIBILIITES

* Provide Customer Service in promoting ladies fashion Apparel.
* Responding to customer complain in polite and courteous manner.
* Visual display of merchandise to attract Clients and increase sales.

Vice Mayors Office On the Job Training (OJT) Jan to May 2010

RESPONSIBILITIES

* Recorded and Encoded the Minutes of Meetings.
* Documented filed and used MS Word Excel.

**Education: Bachelor of Arts in Political Science (2007-2011)**

 Romblon State University

 **Romblon National High School (2003-2007)**

**Skills:**

* A well determined person to learn and accept responsibilities, dynamic, a confident, persistent, determined, motivated, well oriented and honest person, ability to work under pressure.
* Capable of working in a fast-paced environment and can adapt to various situation related to work.
* Microsoft Office proficient (Word, Excel and PowerPoint)
* Proficient communication skills in verbal, listening and written.
* Customer Service Oriented.
* With positive attitude and have the ability to work with people in team environment to motivate and stimulate others how to achieve goals and enhance capability.