**Curriculum Vitae**

**Jocelyn**

[**Jocelyn.364151@2freemail.com**](mailto:Jocelyn.364151@2freemail.com)

**Career objectives:**

To be a successful professional in a respected company which provides an opportunity to enhance my technical skills and knowledge and adapt myself in different field to achieve the objectives of the company.

**Qualification:**

* Effective English writing and communication skills.
* Work with less supervision, self-motivated and team player.
* Leadership skill, effective problem solver, resourceful and manage heavy workflow.
* Administrative skill and customer service skill, knowledgeable in Microsoft applications.
* Professional and articulate, qualified for client/customer interaction at all levels.

**Educational Background :**

Associates Secretarial Science Jose Rizal University Mandaluyong City Phils. 1997-1999

High School Jose Rizal College Mandaluyong City Phils. 1987-1991

Grades School Jolo Elementary Mandaluyong City Phils. 1981-1987

**Work Experience:**

**Tele Communication Company Dubai UAE Oct 25, 2010-present**

***Retail Sales Executive / Customer Service/Team Leader***

Duties:

* Incharge/teamleader in operation in the shop to meet the customer need
* Incharge of opening and EOD task and daily inventory stock operation of the shop
* Incharge of planning daily operation of the shop of how to get the sale and at the same time assist customer in their issue.
* Incharge of daily briefing to remind staff of the target and the current promotion ongoing
* Assist customer regarding the plan for consumer, enterprise/corporate and home service segment.
* Personally assist the customer issues regarding the billing.

**Al Bait Al Bahraini Dubai UAE Sept. – Oct. 2010**

***Salesperson***

Duties:

* Sell Abaya and other local dresses.
* Maintain the tidiness of the showroom, merchandising and arrange the product displays in attractive manner.
* Attend calls and give correct information about the product, promotion and sales.
* Assist in stockroom inventory auditing checking and physical stock in showroom.

**Bankokiat Accessories Dubai UAE Aug. 2010**

***Salesperson***

Duties:

* Sell Kiddie Accessories and assist them which style and color to buy that will match to their dress and their skin tone.
* Maintain tidiness of the store, arrange the display in attractive way.
* Give information about the product, promotion and sales.
* Responsible for any good transferred to the store.
* Handle inventory checking of physical stock and verify the daily reports.

**Goulbourn Silk Cocoon Makati City Philippines Jan. 2008-June 2010**

***Sale Executive***

Duties:

* Sell fashionable ladies wear gown, blouses, bustier and Men’s wear shirt and barong.
* Responsible of taking orders for made to order item. Take measurement, show design to choose and assist in choosing color that will be best for their skin tone.
* Attend call and give information about the product, promotions and sales.
* Responsible in maintaining the tidiness of the shop, arrange display in attractive manner.
* Assist in inventory stock, updating the physical display for any request of additional stock and responsible for any item transferred shop from the factory.

**Plenty Project Inc., Mandaluyong City Philippines Jan 2002-Dec. 2009**

**Assistant Production Manager**

* Manage production workflow to ensure good quality of product and to meet the deadline on time.
* In charge of computing the cost estimate of the product and manage stock inventory.
* Manage production schedule, coordinate with the production suppliers and review stock purchases request and handling petty cash.
* Coordinates between subordinates and management that both sides are well discuss to each department.

**Neilino Silk Inc., Mandaluyong City Philippines Apr.2000-Dec. 2001**

***Inventory Stock and Purchasing Officer***

Duties:

* Manage Stock room and ensure that it was arrange in proper place and well documented.
* Issue and receives stock in a documented manner, input and verify stocks in computer.
* Deal with the supplier about the cost of the item, and quality and quantity checking before accepting the delivery.
* Give Monthly Inventory Report.

**Kentucky Fried Chicken Greenhills San Juan Phils. Mar 1998-sept. 1998**

***Customer Service***

Duties:

* Meet and greet, welcoming customer and assist them to their sits and give information about the promotional offer.
* Handle cash register machine ensure correct change to be given to customer and handover the correct amount.
* Handle food preparation and maintain cleanliness and sanitized pantry and kitchen.

**Rab Manpower Mandaluyong City Phils. Apr. 1991-May 1997**

***Quality Inspector (HYCL leather bag Manufacturing Company****)*

Duties:

* Quality check of finish product, to ensure product that’s been delivered is well check and inspect.
* Assist in other related work in the factory to lessen hrs taking from one item to be finish.

**Personal Information:**

* Date of Birth: December 9, 1973
* Place of Birth: Manila, Phils
* Nationality: Filipino
* Religion: Catholic
* Civil Status: Married
* Height: 5’2
* Weight: 50 kg
* Visa: UAE Husband Visa
* Language spoken: English and Tagalog

I truly certify that the details mentioned above are true to the best of my knowledge.