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|  | **JIFFY****JIFFY.365775@2freemail.com** |
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| **Technical Skills:*** MS Word
* MS Excel
* General Internet Skills

**Languages:*** English
* Filipino

**Career Summary:*** Salesman

February 2014 – March 2017* Supervisor

December 2011 – December 2013* Liaison Officer / Account Officer

August 2008 – September 2011* Warehouse Keeper / Coordinator

August 2004 – August 2008* Tool Keeper / Coordinator

November 2002 – May 2004**Personal Information:*** **Nationality:**

Filipino* **Date of Birth:**

19th December 1977* **Gender:**

Male* **Marital Status:**

Married**Reference:**Available upon request. | **Qualifications Summary*** Professional experienced in the field of administration and sales, trustworthy, assertive personality, ethical and discreet, highly motivated and organized
* Excellent communication skills, analytical, planning, coordination, problem solving and time management skills
* Hardworking, able to work under pressure and handle day to day operations proactively and with initiative
* Able to maintain efficient office systems to deal with workflow to ensure organization effectiveness
* Proficient in Microsoft Packages (Word & Excel)
* Fast learner, team player, mature and poised in interactions with individuals and clients at all levels
* Possess the trait of creativity
* Reliable and steady past experience
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| **Education:**Bachelor of Science in Marine TransportationDavao Marine Merchant AcademyDavao City, Philippines1995 – 2001Graduate |
| **Work Experiences:*** **February 2014 – March 2017**

**Salesman****Al Haseena Jewellers****Abu Dhabi, United Arab Emirates**Duties & Responsibilities:* In charge in inventory and purchasing of 18 carats collections.
* Promote sales by assisting customers and offering suggestions.
* Providing outstanding customer service.
* Establishing and developing strong customer relationship.
* Ensuring of the satisfaction of customer before leaving the shop.
* Responsible for ensuring store appearance is clean and presentable at all times.
* **December 2011 – December 2013**

**Supervisor****Best Choice Snack’s & Juice****Lulu Food Court, Madinat Zayed, Abu Dhabi, United Arab Emirates**Duties & Responsibilities:* In charge in inventory and purchasing of stocks and equipment.
* Coordinate with staffs to come up with a more efficient way of scheduling employees.
* Planning the set menu items and any specials as well as provide the recipes in most cases.
* Address any complaints which affect the staff and resolve those issues.
* Responsible for overseeing all individuals who work under their charge in the shop.
* **August 2008 – September 2011**

**Liaison Officer / Account Officer****Europa, Dacanay, Cubelo & Flores Law Office****Davao City, Philippines**Duties & Responsibilities:* Handles account inquiries, customer complaints or support issues. Filing and data archiving.
* Manages and updates Collections Performance database.
* Provides direct supervision, monitoring / coaching and leadership.
* Support and provide superior service via phones, e-mails and faxes as a receiver and caller.
* Prepares minutes of the meeting during immediate superiors regular meeting.
* Responsible for administrative assistance to the immediate superior and other officers as required or requested.
* Report weekly collections activities to direct Senior Supervisor.

Accounts Handled:* Bankcard RCBC (Rizal Commercial Banking Corporation)

Account Officer - W. Accounts (Abandoned)* BDO (Banco De Oro)

Account Supervisor - 39 Days and 69 Days Past Due (Live Accounts)* HSBC (Hong Kong Shanghai Banking Corporation)

Account Supervisor - A.A.A. (Pre Abandon Accounts)* **August 2004 – August 2008**

**Warehouse Keeper / Coordinator****National Food Authority****Davao City, Philippines**Duties & Responsibilities:* Coordinates with client and other warehouses.
* Receives and inspects all incoming stocks and reconciles with purchase orders; processes and distributes documentation with purchase orders, reports, documents and tracks damages and discrepancies on orders received.
* Maintains the warehouse records area and stores area in a neat and orderly manner.
* Reports directly to the Manager.
* **November 2002 – May 2004**

**Tool Keeper / Coordinator****Trans cycle Mart Davao****Davao City, Philippines**Duties & Responsibilities:* Coordinates with suppliers and other branches.
* Receive and count stock items, and record data.
* Store items in an orderly and accessible manner in tool room and supply room.
* Pack and unpack items to be stocked on shelves in stockroom.
* Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
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| **Trainings / Seminars Attended*** Essential Food Safety Training

Syscoms College, Abu Dhabi, United Arab Emirates2012* Personal Survival Techniques

Misamis Institute of Technology, Philippines2001* Fire Prevention and Fire Fighting

Misamis Institute of Technology, Philippines2001* Elementary First Aid

Misamis Institute of Technology, Philippines2001* Personal Safety and Social Responsibility

Misamis Institute of Technology, Philippines2001 |