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|  | **JIFFY**  [**JIFFY.365775@2freemail.com**](mailto: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 |
| **Education:**  Bachelor of Science in Marine Transportation  Davao Marine Merchant Academy  Davao City, Philippines  1995 – 2001  Graduate |
| **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. |
| **Trainings / Seminars Attended**   * Essential Food Safety Training   Syscoms College, Abu Dhabi, United Arab Emirates  2012   * Personal Survival Techniques   Misamis Institute of Technology, Philippines  2001   * Fire Prevention and Fire Fighting   Misamis Institute of Technology, Philippines  2001   * Elementary First Aid   Misamis Institute of Technology, Philippines  2001   * Personal Safety and Social Responsibility   Misamis Institute of Technology, Philippines  2001 |