**JOCELYN**

[**JOCELYN.371086@2freemail.com**](mailto:JOCELYN.371086@2freemail.com)

**OBJECTIVE**

To develop my career by practicing my acquired knowledge that will benefit my professional standing and the company whom I will serve. To apply my skills and to give benefits on my company that I have to provide, thus I am willing to expand my knowledge to give credit to my future company.

**EDUCATIONAL BACKGROUND:**

**Bachelor of Science in Business Administration**

***Major in Marketing***

**Nueva Ecija University of Science and Technology**

**WORKING EXPERIENCE:**

***IMPERIAL APPLIANCE PLAZA***

**Accounting staff/Cashier/Bookkeeper**

**February 17, 2015 to February 09, 2017.**

* Maintain financial reports, records and general ledgers.
* Prepare and analysed budgets and perform general bookkeeping.
* Responsible for billing activities and such as accounts payables and receivables.
* Manage the expenses of the company using the petty cash funds.
* Issuing cash receipts and sales invoice to customers, and encoding it to the system.
* Assisting the customers on what they needed.
* Securing the sales of the company by depositing to the bank and do the bank reconciliation.
* Answering phone calls and assisting customer on their questions and inquiries.
* Monitoring the payments of existing clients.

***COPYLANDIA OFFICE EQUIPMENT SUPPLIES***

**Management Trainee/Sales Representative**

**June 30, 2014 to December, 2014**

* Travel and saturate each prospect clients.
* Give survey on clients on what machines they will be needed.
* Provides total documents solutions which can provide convenience to my clients.
* Demonstration of Machines and explaining of the benefits of it.
* Recommends changes in products, service, and policy by evaluating results and competitive developments.
* Assisting customer’s complaints by providing solutions on their problems.

***JOLLIBEE FAST FOOD CHAIN***

**Store Marketing crew/Cashier**

**June 29, 2011 to December 20, 2011**

* Handles party inquires and seminar schedules.
* Records item sold on Sales Performance Logbook specifically promo items, novelty, breakfast menu and others.
* Monitors novelty items inventory on a daily basis
* Attends telephone calls for Jollibee Express Delivery Service
* Greet customers and communicate with them with a view to determine their orders.
* Take customers’ orders and punch them into the restaurant order database.
* Inform customers of their bill.
* Take payment and tender change.
* Assemble customers order.

***MCDONALD GOLDEN ARCHES CORPORATION***

**Cashier**

**April 2009- July 2010**

* Greet customers and communicate with them with a view to determine their orders.
* Take customers’ orders and punch them into the restaurant order database.
* Inform customers of their bill.
* Take payment and tender change.
* Assemble customers order.

***GIBI HOUSE (SHOE STORE)***

**Sales Lady**

**June 2008 – October 2008 (1st contract) November 2008 – March 2009 (2nd contract**)

* Setup merchandise materials as sales strategy promotion.
* Assist customer’s queries concerning products price, sizes, etc.
* Walk customers through the display shelves and answer their questions regarding prices and availability.
* Conduct item inventories quarterly.
* Make-certain that the shoe display area is kept clean and organized at all times
* Always update the displayed stock is kept current.
* Encourage customers to buy other items such as accessories like socks and shoe polishes.
* Accept customer’s payment and give change.
* Tender a cash receipt on items that customers had bought.

**CORE QUALITIES**

**Key performance indicators:**

* Flexible in time and very punctual.
* Be well define and quantifiable on my abilities.
* Flexible in time and very punctual.
* Be well define and quantifiable on my abilities.
* Always insisting to achieve the goal throughout the times of crucially.
* Comply on what is company’s rules and policy.
* Able to communicate to other departments and employees of the company.

**PERSONAL INFORMATION**

Date of Birth : July 05, 1988

Age : 29 years old

Place of birth : San Antonio, Nueva Ecija, Philippines

Citizenship : Filipino

Civil Status : Single

Sex : Female

Religion : Roman Catholic

Visa Status : Tourist Visa

*I hereby certify that the above information are true and correct to the best of my knowledge.*