

# EXPERIENCE

Jonalyn

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## COMPANY SECRETARY

### Al Sultan Pharm and Med Supplies Est.

April 2015 – May 2016

* Excellent written and verbal communication
* Persuasive in handling transactions for a successful negotiation between the company and clients.
* Handled cash funds and reconciliations to come up with feasible business.
* Established general filing system for safekeeping of corporate records, contracts and personnel documents with complete confidentiality.

## PLANT LOGISTICS ASSISTANT

### Coca-Cola Bottlers Phils., Inc. (Calasiao Plant)

January 2010

* Self-organized and able to work in a fast paced environment
* Well-versed in supply management principles and practices
* Having a great negotiation skills, record keeping abilities and customer-oriented approach

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| OBJECTIVE  To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals. |
| SKILLS   * Inter-personal Skills * IT literacy * Good communication and negotiation skills |

* Achieved profitable deals and mutual satisfaction with market execution partners

## ROUTE PLANNER

### Coca-Cola Bottlers Phils., Inc. (Tarlac Sales Office)

May 2009 – December 2009

* Ability to lead a group of more than thirty (30) delivery staffs
* Achieving monthly sales quota by ensuring timely delivery of goods
* Effective interactions with third party logistics provider

## INVENTORY CLERK

### Coca-Cola Bottlers Phils., Inc. (Tarlac Sales Office)

May 2008 – April 2009

* One (1) year experience in inventory control
* Proficient in Microsoft Office Applications
* Able to work irregular or extended hours including nights and weekends as needed
* Analytical skills

# EDUCATION

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

### Major in Management Accounting

June 2004 – April 2008

Virgen Milagrosa University Foundation San Carlos City, Pangasinan, Philippines

