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**ARGIE**

[**ARGIE.373269@2freemail.com**](mailto:ARGIE.373269@2freemail.com)

**OBJECTIVE:**

Seeking for a job to pursue a highly rewarding career and healthy work environment where I can utilize my skills and knowledge efficiently for the organizational growth.

**CORE COMPETENCIES:**

* Effective communications skills, both oral and written form
* Excellent organizational skills essential to maintain accurate records.
* Ability to multi-task and meet deadlines.
* Interact professionally with participants, staff, clients and community partners in a professional manner.
* Work collaboratively with other team members to meet common goals.
* Proficient Microsoft Office Suite computer knowledge (Excel, PowerPoint, etc.,)

**EDUCATIONAL BACKGROUND:**

**Bachelor of Science in Business Administration Major in Human Resource Development Management**

**Central Luzon State University**

Science City of Muñoz, Nueva Ecija, Philippines

2012 – 2016

**PROFESSIONAL EXPERIENCE;**

**Merchandiser/Sales Associate**

SM Department Store/ Giordano Clothing Line

**February 2017- Aug 2017**

* Greet customers and determine their individual needs.
* Ensures customer satisfaction at every stage of sales.
* Recommends new products and upcoming events to customers.
* Maintaining inventory in the back.
* Arranging inventory on the store floor.
* Tagging merchandise
* Setting up promotion material and displays.
* Reorganizing items
* Maintaining neat and tidy store
* Preparing daily sales inventory report.
* Provides information on the transaction happened.

**Administrative Assistant**

Kasapi Group of Companies Philippines

**August 2016 – January 2017**

* Provides information by answering queries and requests.
* Contributes to team effort by accomplishing related results as needed.
* Performing data entry and word processing.
* Maintaining inventory and purchasing office supplies and equipments.
* Preparing and auditing expense reports.
* Recording and filing admin transactions.
* Composing correspondence and preparing reports.
* Handling accounts payable and receivable.
* Preparing office supplies for branches and other departments

**Sales Merchandiser**

PenShoppe Clothing Line, Philippines

**April 2015 – July 2015**

* Welcome customers as they enter and thank them as they leave
* Assist customers in locating what they’re looking for
* Provide excellent after-sales service
* Provide courteous and prompt service
* Tagging merchandise
* Promote sales and services to customer
* Greet and smile to the customer.
* Educate and give information details to the customer about the products.

**Special Trainings:**

**On-the-Job Training**

**Convergys Philippines**

February 1- April 8, 2016

**SEMINARS ATTENDED:**

* **2nd Provincial Business Student Convention**

Auditorium, Central Luzon State University

September 27, 2013

* **Recruitment and Selection**

RET Amphitheater, Central Luzon State University

October 9, 2014

* **The ASEAN Conference**

Nueva Ecija Convention Center

August 20, 2015

* **JUMPSTART: Unleash the Unborn Manager**

Alumni Hall, Central Luzon State University

November 14, 2015

#### **ACADEMIC AND CIVIC AFFLIATIONS:**

#### **YEAR ORGANIZATION POSITION**

#### 2015 Ballers Club CLSU Member

#### 2015 Kappa Epsilon Frat/Soro Member

**PERSONAL DATA:**

**Date of Birth:** August 13, 1995

**Marital status:** Single

**Nationality:** Filipino

**Gender:** Male

**Height:** 5’10’’

**Weight:** 147.71 lbs.

**Religion:** Roman Catholic

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