

**PROFESSIONAL SUMMARY**

**JOMARI**
jomari.392352@2freemail.com

A hardworking individual with skills in word processing, time management and scheduling who is also an analytical problem solver with adequate background in Human Resource and Administrative works.

 **SKILLS AND ABILITIES**

* Speaks and writes well both in English and Filipino
* Proficient in computer applications like MS Word, MS Powerpoint, and MS Excel
* Self-motivated and is always optimistic in every work assigned
* Willing to accept supervision and can work as a team
* Knowledgeable in the different facets of Human Resources.

 **EDUCATION**

**Eulogio “Amang” Rodriguez Institute of Science and Technology
Bachelor of Science in Human Resource Development Management**June 2014 – May 2018
Nagtahan, Sampaloc, Manila, Philippines

**EMPLOYMENT HISTORY**

 **Sales Executive**January 28, 2019 – May 28, 2019

* Maintained key customer relationship through effective time and resource management to exceed sales goals and increase profit opportunities.
* Tracked and reported on lead development and sales activities.
* Contacted customers to set up meetings check on needs and propose additional offerings.
* Drafted, finalized and submitted paperwork to complete sales.
* Researched potential clients and markets to prepare for appointments.
* Targeted new markets and turned leads into customers through proactive sales and negotiation techniques.

 **Fixed Assets and Supplies Assistant**July 9, 2018 – December 29, 2018

* Responsible in providing administrative and clerical assistance to the supervisor in safekeeping, issuance and documentation of movement of stocks, supplies, tools and equipment in the store.
* Audited and corrected discrepancies in inventory numbers.
* Adds controlled and capitalized assets to the fixed asset database. Enter straightforward information.
* Maintained inventory count, tracked usage and documented vacancies.
* Managed inventory storage in a clean and organized fashion.
* Completed scheduled audits with and efficient and accurate approach.

**OTHER INFORMATION**

* Type of Visa: **Visit Visa**
* Valid Until: **August 7, 2019**
 *I hereby declare that all above mentioned information is factual and precise.*

**JOMARI***Applicant*