THERESA

# Email: Theresa-394589@2freemail.com

## OBJECTIVE

To contribute and share my knowledge in a competitive environment where I can increase my skills and talents and help carry out the company’s goals and objectives.

## EDUCATION

Graduate of Bachelor of Science in Commerce major in Management (Philippines)

## WORK EXPERIENCE

Designation: Sales Consultant and Cashier Duration: August 2011 –December 2018

## Job Description:

* + Guides a potential customer to discover his needs and then offer the best possible solution to ensure his needs are fulfilled
	+ Answer customer questions regarding statement and insurance coverage.
	+ Maintain and update inventory records.
	+ Keeping records of all interactions to customers regardless the outcome of asale
	+ Remain updated on product knowledge.
	+ Seek opportunities to consistently learn and train
	+ Educate customers through in depth explanations and/or demonstrations

Designation: Accounts Assistant / Receptionist

Duration: September 2007 to October 2010 (END CONTRACT)

## Job Description:

* + Make summary reports of all accounts payables to varioussuppliers
	+ Reconcile invoices and identify discrepancies
	+ Receive all stocks and make outgoing slip into different branches usingTally ERP.9
	+ Obtain information, send correspondence, or perform data entry
	+ Prepare reports of transactions recorded on cash register tape andverifies against cash on hand
	+ Welcome the visitors by greeting them in person or on the telephone.
	+ Maintains safe and clean reception area.
1. **(Philippines)**

Designation: Accounting Clerk Duration: September 2003- July 2007

## Job Description:

* + Processing documents and issuing cheques
	+ Create and update expense reports
	+ Records daily sales & collection
	+ Keep the stock of office supplies and place orders when necessary
	+ Makes monthly summary reports for sales credit return & local purchases 1
	+ Coordinate office activities and operations to secure efficiency
1. **(Philippines)**

Designation: Bakery Service Clerk Duration: March 2002 -August 2003

* + Taking orders and serving their take-away
	+ Collecting payments
	+ Attending customer inquiries
	+ Assisting the baker with various task like maintaining supplies.

## STRENGTH

* Ability to work with minimal supervision
* Team player

## TRAINING and SEMINAR ATTENDED

* + Knowledge, Skills & Attitude-Key to Good selling at the Vision Care Institute (Johnson & Johnson Middleast Inc. -8th September 2013
	+ Vision is Precious Seminar conducted by Transitions Optical and EGMA Optical Supplies - 10th October 2011

## CERTIFICATE

* + Excellent Performance Certificate in the Ray-Ban Moments of Clarity Incentive Scheme

## KNOWLEDGE AND ABILITY

* + Computer Literate
	+ *Experience using* Tally ERP 9 and Orion

## PERSONAL INFORMATION:

* + **Marital Status:** Single
	+ **Religion:** Roman Catholic
	+ **Nationality:** Filipino

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