

THERESA

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## 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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