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| **JIJI** **JIJI.28521@2freemail.com****Objective:** Seeking a challenging position in a progressive, growth-oriented company where I can develop and utilize my work experiences, techniques and to enhance my skills in obtaining new knowledge**.****Professional Experience****Office Secretary****International Foundation Group(IFG)****2016-Feb 2017*** Perform duties, data entry, receives office calls and correspondence.
* Creating and maintaing files in system soft and hard copies.
* Using variety of software packages, such a microsoft word, outlook, powerpoint, excel and etc.
* Maintaining attendance report, leave records.
* Recieves,data stamps and invoices.
* Monitor office materials and supplies and order as needed.
* Photocopyong and printing various documents.

**SALES PROMOTER****AL GHANDI ELECTRONICS,DUBAI****2013 – 2015*** Sets up promotional displays; makes signs or arranges merchandise on counters or tables to promote sales.
* Responsible for working sales in floor and assisting customers with the product selection
* Maintained work area and followed sales floor standards to enhance sales.
* Demonstrated effective communication when interacting with different nationality customers, co-workers and manager.
* Placing orders and monitor stocks.
* Informing customer for new items or new launch product.
* Follow-up with customers after date of purchase which includes call-backs and thank-you cards.
* Inviting to customers to come back again.
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| **Personal Details*** **Date of Birth : Feb. 02, 1980**
* **Sex : Female**
* **Civil Status : Single**
* **Nationality : Filipino**
* **Religion :Roman Catholic**
* **Visa : Tourist Visa**
* **Exipiry date: March 15, 2017**

**Educational Background*** **COLLEGIATE:**Kennedy Global School Of Business, INC

 Practical Nursing (2009-2010**)** * **SECONDARY:** Pag-AsaNationalHigh School

Rawis,Legazpi City (1996-1997)* **ELEMENTARY:** Buyoan Elemtary School,Legazpi city (1987-1993)
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| **Skills and Ability*** Operating MS Word, MS Excel and Internet.
* Strong Customer Support.
* Decision making and planning skills.
* Excellent Communication in oral and written English.
* Excellent knowledge of telephone etiquette.
* Very organized, Proactive, Smart and Hardworking.
* Can work under pressure and with minimal supervision.

**Certification and Training****Comprehensive Training on Computer Science**February 25, 2008 – March 31,2008**Hotel and Restaurant Service (Bartending)**April 2007 – June 2007**Hotel and Restaurant Services****(Food and Beverages Services)**January, 2007 – March 27, 2007**Cosmetology**January, 2007 to March, 2007 | **Manager****JIJI RTW( Owned Company), Philippines****2006 -2010*** Managed own shop by strategy and managerial skills.
* Demonstrate confidence, win respect and trust without courting popularity.
* I delegate authority, open to ideas, faith in the creativity of others.
* Create a positive work environment and Permit group decisión.
* Set roles like INFORMING, MOTIVITING, GUIDING to my organization.
* Review all documents ,and handle filing.
* Count cash and credit

**Insurance Agent (Third Party Liability)****Makati, Manila, Philippines****2003 - 2006*** Approaches potential clients by utilizing mailing and pone calls, making presentations to group at company.
* Determine clients particular needs and financial situations by scheduling situations by fact finding appoinment, determining extent of present coverage and investment, ascertaining long terms goals.
* Develop base for long term sources of clients by using referrals, occupational and special interest groups to compile list of prospects.
* Provides death benefits by delivering policy proceeds, reassessing client needs.
* Enhance insurance agency reputation by accepting ownership for accomplishing new and different requests exploring opportunities to add value to job accommplishents.
* Collecting cash and check for new regular clients.

**PRODUCTION OPERATOR****Andes Ionics, Philippines****2000 – 2003*** Responsible for the operation of the plant, working a 12-hour rotating shift Schedule.
* Ensuring maximum production quantity and quality, while supporting the policies, goals, and objectives of the company.
* Monitors and controls plant operations.
* Maintains adequate records of key production variables such as production volume, yield, plant uptime, utility consumption, etc., on a daily, required.
* Participates in safety, health and environmental programs.

**SALES LADY****Liberty Commercial Center - Philippines****1997 – 2000*** Assists customers in locating merchandise and answering a variety of questions concerning general merchandise; demonstrates use of merchandise upon request.
* Stocks shelves, counters or tables with merchandise; keeps merchandise orderly and neat in appearance.
* Counts and balances cash register and receipts.
* Stamps or attaches price tags on merchandise and/or checks tagged prices to verify accuracy referring to price list.
* Fills out specific forms to process transactions or special orders.
* Checks inventory periodically to obtain reorder information to replenish stock; informs designated staff member of needs or places orders with outside sales representative within established limits.
* Checks inventory listing with actual inventory on shelf and reports discrepancies to supervisor.
* Cleans shelves, counters or tables.
* Supporting the sales team in attaining sales target.
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