**Bessie S. Teodoro**

***CAREER OBJECTIVE:* “To use my skills and knowledge in the best possible way for achieving company’s goals while growing professionally in a dynamic and stable workplace.”**

***PROFESSIONAL EXPERIENCES:***

**DATA ANALYST**

Accenture, Philippines

May,2015 to August 12,2016

**Assignments:**Health Claims Analyst, Processor and Approver.

**JOB DESCRIPTION:**  Responsible for analysis of system data, processing of health claims of confidential clients and approvals whether their cases are qualified or otherwise.

**SALES EXECUTIVE**

Optic City

2010 to 2015

**Assignments** : Sales Personnel, Cashier, and Inventory Clerk

**JOB DESCRIPTION**: Responsible for selling optical products, submission of reports and inventory, balancing of day to day sales, processing of sales transactions, assisting optometrists in handling patients.

**SALES CONSULTANT**

Optica International Corporation **(CYBERSHADES)**

2009 to 2010

**Assignments:** Brand seller, Inventory management

**JOB DESCRIPTION:**Responsible for selling and promoting products, submission of reports and inventory, balancing of day to day sales and processing of sales transactions.

***EDUCATIONAL BACKGROUND:***

**Bachelor of Science in Entrepreneurship**

Polytechnic University of the Philippines

2011-2015

Pulong Buhangin, Sta. Maria Bulacan

* Prenza National High School

2003-2007

Prenza 1, Marilao Bulacan

* Prenza Elementary School

2002-2003

Prenza 1, Marilao Bulacan

* Bagbaguin Elementary School

1997-2002

Bagbaguin, Sta. Maria bulacan

***SPECIAL SKILLS:***

* Possesses Good Communication Skills.
* Good Interpersonal Skills.
* Possesses Excellent Customer Relation Skills.
* Excellent analytical skills.
* Equipped with Computer Literacy.
* Very Familiar with Eyeglasses Grades and Eye Refraction Results.
* Possesses Marketing Skills.

***QUALIFICATIONS****:*

* With multitasking ability.
* Ability to work under pressure.
* Able to work with a minimum supervision.
* Fast learner and willing to learn.
* Knowledgeable in Microsoft Word, Excel, Power point, and Internet Applications

***WORKING CHARACTERISTICS****:*

Flexible enough to handle and supervise tough situations, hard working and can extend time beyond scheduled working hours. I am willing to be trained and travel, confident and have a high level of initiative. Friendly and a team player.

***SEMINARS and TRAININGS ATTENDED***

* **Business Forum**

Polytechnic University of the Philippines Sta. Maria, Bulacan Campus (PUPSMB)

February 1, 2013

* **Level Up JPMAPers: The Saga for I.R.I.S.E**

Junior People Management Association of the Philippines (JPMAP)

Hiyas Convention Center, Malolos City

September 27, 2012

Seminar Topics: “Book Smart is Not Enough”

Mr. Vicente Kilayko

Managing Director, DBM Phil. Inc.

“Entrepreneurial Mindset”

Prof. Guillermo de Leon

Finance Controller

Dr. Yanga’s Colleges. Inc.

“Tax Awareness”

Prof. Raymond Abrea

ACG Strategic Firm Solutions

“Emotional Quotient”

Mr. Jesse Francis Rebustillo

Classified Ads Division Head,

Philippine Daily Inquirer

* **Center For Entrepreneurial Development**

“Developing Business Ideas and Opportunities”

Polytechnic University of the Philippines

Sta. Mesa, Manila

August 30, 2013

***AFFLIATIONS:***

Member, Junior People Management Association of the Philippines (JPMAP)

Member, Kabataan Kaagapay sa Kaunlaran (KKK)

Member and Assistant Treasure, Chambers of Entrepreneurs and Managers (CEM)

***PERSONAL DATA:***

Age : 25 years old

Birth date : November 22, 1990

Gender : Female

Civil Status : Single

Language : English and Filipino

**Job Seeker First Name / CV No: 1828890**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

