

DIANA ROSE T. ISLA

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Versatile Housekeeping Supervisor with 3 years of experience in Full Service Mall Operation. Very good in building rapport and team collaboration. Dedicated to provide superior quality customer service, efficient housekeeping operations with strong attention to detail. Innovative in leveraging extensive knowledge of products and services as well as creating solutions for customers to drive loyalty, retention and revenue.

WORK EXPERIENCES

SEPTEMBER 3, 2018 – PRESENT

HOUSEKEEPING SUPERVISOR, ROBINSONS LAND CORPORATION

- Initiates and implements programs that aimed to lessen or control expenses and ensures proper monitoring of stock level of basic housekeeping and office supplies;
- Oversees the efficient and effective operations of the Department, review and recommend system needed by the department;
- Responsible in training and supervising personnel to be effective and efficient;
- Manages the operations of the mall by ensuring its upkeep and cleanliness are at par with the company's standards;
- Submission of well-crafted report that is compliant to all requirements related to operations;
- Enforce staff compliance with established safety and sanitation policies.

JANUARY 3, 2013 – FEBRUARY 15, 2018

TERRITORY MANAGER, KAUFMANN PHARMA INC.

- End to end coordination of client's orders, deliveries of orders and payment collection;
- Build and maintain strong relationship with new and existing clients;
- Keep strong maintenance of key accounts;
- Achievement of sales goals and targets in my assigned territory;
- Identify new business opportunities;
- Maintain existing business by providing quality follow up sales services and constant visits;
- Visits prospective clients to present and make negotiations about the featured product;
- Informs clients about the product's price, warranty, nutritional value, side effects, and other important information;
- Makes a routine visit to different hospitals and community centers to present the products.

JUNE 6, 2012 – OCTOBER 26, 2012

JUNIOR ACCOUNTING CLERK, RD PAWNSHOP INC.

- Maintains accounting records by making copies and filing of documents;
- Maintains accounting databases by entering data into the computer, processing of back ups;
- Protects organization's value by keeping information confidential;
- Updates job knowledge by participating in educational opportunities;
- Accomplish accounting and organization mission by completing related results needed.

EDUCATION

OCTOBER 2008 – APRIL 2012

COLLEGE GRADUATE, HOLY CROSS OF DAVAO COLLEGE, INC.

Bachelor of Science in Business Administration Major in Marketing Management

JUNE 2004 – MARCH 2008

HIGHSCHOOL GRADUATE, DAVAO CITY NATIONAL HIGH SCHOOL

- First Year Highschool – With Honors
- Second Year Highschool – With Honors
- Third Year Highschool – With Honors

JUNE 1998 – MARCH 2004

ELEMENTARY GRADUATE, MAGALLANES ELEMENTARY SCHOOL

- First Grade – With Honors
- Second Grade – With Honors
- Fourth Grade – With Honors
- Fifth Grade – With Honors
- Sixth Grade – Graduated as 5th Honorable Mention

SKILLS

- Trained as Safety Officer 01
- Proficient in SAP ECC Production
- Proficient in Microsoft Office
- Proficient in Inventory Management
- Computer Literate

AWARDS & RECOGNITIONS

- Product Champion – NORMIX
- Best Product Detailer – NORMIX