

JOY BATANG CANIPAS

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OBJECTIVE: To obtain a position where I could exercise my honed skills and experiences and to help the company with my fullest potential in achieving its goals of serving the clients and the public.

WORK EXPERIENCES:**ARDEUR WORLD MARKETING CORP. (Formerly Le Amoure Fashion Sales Inc.), Quezon City Philippines****Operation Supervisor****August 2017 – February 2022**

- Supervise and meet the department personnel on a weekly basis
- Motivating and leading the team to exceed department goal and objective
- Management of logistics/ delivery budget
- Show good conduct and communication skills when dealing to franchisee and distributors/customers
- Monitor and evaluate the sales performance both branches and franchisees
- Monitoring of products inventory both branches and franchisees
- Manage and analyse day-to-day activities to check if the current system is working effectively and to improve the processes
- Report any untoward incidents to superior
- Prepare and present accurate reports containing findings and recommendation
- Develop and document new and existing processes and procedures
- Conducts physical inventory monthly
- Making sure all products order delivered on time
- Performs other task as needed by the management
- Inventory Management
- Receive and evaluate deliveries from suppliers
- Enforce FIFO products
- People Management
- Monitor products delivery to vendors
- Conduct performance evaluation
- Prepare and submits the require report on time
- Help Operation Manager in planning and executing departmental budget
- Ensures security measure and control
- Evaluate and monitor returned products

ZOOM UNLIMITED CO., Quezon City Philippines**Key Accounts Officer****March 2015 - July 2016**

- Generate and send out invoices
- Prepare bank deposits
- Follow up on and collect payments in bank or in cash
- Monitor customer account details for non-payments, delayed payments and other irregularities
- Research and resolve payment discrepancies
- Review AR aging to ensure compliance
- Maintain accounts receivable customer files and records
- Follow established procedures for processing receipts, cash etc.
- Investigate and resolve customer queries
- Communicate with customers via phone, email, mail or personally
- Assist with month-end closing
- Bills customers and process incoming transactions as well as handle payment inquiries from customers
- Mail invoices and bills to customers and update the client's account or file once payments are received
- Monitor daily, weekly and monthly sales
- Monitor product offset
- Evaluate liquidations
- Bank reconciliation

ZOOM UNLIMITED CO., Quezon City Philippines**Cashier****January 2015 – February 2015****EASTERN HAWAII COMPANY LIMITED CO., CEZA, Sta. Ana Cagayan****Card Dealer****June 2014 - December 2014**

EDUCATION:

Bachelor of Arts in Mass Communication (2014), Cagayan State University- Carig Campus

OTHER INFORMATIONS:**Date of Birth** : November 25, 1990**Age** : 30 y/o

Religion : Born Again Christian
Civil Status : Single
SSS No. : 01-24082-11
PHIC No. : 06-050179843-9
HDMF No. : 9142-4012-4282
TIN No. : 456-663-513-000

SKILLS:

- Good in Interpersonal Communication
- Computer Literate
- Management Skills
- Information Management Skills
- Ability to meet deadlines
- Maintain good relationship to vendors
- Confidentiality
- Problem Solving Skill
- Customer Service Skills
- Can work under pressure

LANGUAGE/s SPOKEN: Filipino, and English

I hereby certify that the pieces of information given above are true and correct to the best of my knowledge and belief.

JOY B. CANIPAS
Applicant