ENCILA, JONALYN IBAYAN

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Sta.Cruz, Manila, Philippines
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CAREER OBJECTIVE:

Seeking for a position that will allows me to work efficiently as well as further enhance my skills and contribute my knowledge and abilities

EDUCATIONAL BACKGROUND:

St.Matthew of Blumentritt Institute of Technology **2011- 2012**
Blumentritt, Manila
Bookeeping NCII(Computer Secretarial)

Polangui Community College **2009-2010**
Polangui, Albay
Associate in Office Administration

Ponso National High School **2004-2008**
Ponso, Polangui, Albay
Secondary

Balinad Elementary School **1999-2004**
Balinad, Polangui, Albay
Elementary

EMPLOYMENT BACKGROUND:

❖ **Purchasing Clerk** **July 2020 up to present:**
REMINGTON IND'L SALES CORPORATION
EDSA cor Gen. Concepcion St. Caloocan City

JOB DESCRIPTION/DUTIES & RESPONSIBILITIES:

- Canvasses and prepares purchase orders for construction/structural materials i.e. MS Plates, Colled Rolled Shafting, Angle Bars, Deformed Bars, etc.

- Facilitates and monitors immediate delivery of items ordered to reduce downtime and issues to end user
- Prepares necessary documents for Purchasing Procedure and Maintenance Procedure as required by ISO standard
- Evaluates performance of Chief Mechanic, Assistant Mechanics and Tinsmith
- Evaluates performance of Suppliers
- Receiving, typing, filling of documents i.e. supply sheets, purchase orders etc.
- Responsible for the procurement of materials such as office forms, safety paraphernalia, gases, fuel and maintenance supply
- Responsible for the procurement of materials and supplies as requisitioned for the benefit of the company, meeting the quality, quantity, time and point of delivery
- Perform basic bookkeeping tasks
- Answer telephone and relay telephone calls and messages
- Compile data, statistics and other information
- Perform administrative assistant

❖ **Maintenance Clerk** **July 2020-Present**

REMINGTON IND'L. SALES CORPORATION

EDSA cor. Gen. Concepcion St., Caloocan City

JOB DESCRIPTION/DUTIES & RESPONSIBILITIES:

- Monitors repair and maintenance of office building and areas, warehouses, such as electrical repairs, plumbing services, elevators, etc.
- Monitors repair and maintenance of trucks, forklift, cranes, and other heavy equipment etc.
- Canvasses and prepares purchase orders for various parts of trucks, forklift, cranes and other heavy equipment
- Coordinates with end users regarding specifications of materials needed
- Facilitates and monitors delivery of goods purchased to ensure prompt delivery
- Coordinates return of rejected deliveries to suppliers
- Coordinates with suppliers regarding after sales service like repairs and maintenance of equipment purchased
- Perform bookkeeping tasks
- Answer telephone and relay telephone calls and messages
- Compile data, statistics and other information
- Perform administrative assistant

❖ **Sales Clerk /Sales Associate** **February 2015-January 2019**

ALL TRADE MANPOWER INCORPORATED
GMARDC Corporation /GRIZZLY CLOTHING
Alabang, Muntinlupa

JOB DESCRIPTION/DUTIES & RESPONSIBILITIES:

- Welcomed and greet customer and offered quick assistance to handle diverse needs
- Provided accurate information to help customers quickly navigate store and acquire items for purchase
- Unloaded, unboxed and transported merchandise and set up attractive display
- Tracked customer purchased to predict sales opportunities and adjusted merchandise presentations to push certain items
- Maintained knowledge of current and future promotions to provide accurate service and inform customer purchasing decisions
- Assessed needs and recommended products aligned with customer budget and preferences
- Monitored aisles, restocked store shelves, organized store products and cleaned spills.
- Arranged merchandise to be visually pleasing and well organized, focusing on item accessibility and aesthetic appeal
- Arranged attractive and creative displays to catch the eye of incoming customers and encourage sales
- Revamped the store's shelves to prepare for new seasonal merchandise and planned promotions
- Resolved customer issues quickly to recapture the customer's loyalty and maintain the sale
- Engaged customers and built connections to drive long-term sales
- Consistently organized and restocked display racks to keep the store ready for customer needs
- Monitored customers for signs of fraud and theft to prevents store losses
- Maintained inventory of available products, avoiding delivery delays and maximizing profits.
- Prepares daily sales report, weekly sales report and monthly sales report and other bookkeeping task for Companies weekly meetings

❖ **Sales Clerk/Sales Associate** **May 2012-July 2014**

THE GREAT DMA MANPOWER AGENCY
BAN KEE TRADING /GMARDC CORPORATION
Sta. Cruz, Manila

JOB DESCRIPTION/DUTIES & RESPONSIBILITIES:

- Provided accurate information to help customers quickly navigate store and acquire items for purchase
- Unloaded, unboxed and transported merchandise and set up attractive display
- Welcomed and greet customer and offered quick assistance to handle diverse needs
- Maintained knowledge of current and future promotions to provide accurate service and inform customer purchasing decisions

- Assessed needs and recommended products aligned with customer budget and preferences
- Monitored aisles, restocked store shelves, organized store products and cleaned spills.
- Arranged merchandise to be visually pleasing and well organized, focusing on item accessibility and aesthetic appeal
- Arranged attractive and creative displays to catch the eye of incoming customers and encourage sales
- Resolved customer issues quickly to recapture the customer's loyalty and maintain the sale
- Engaged customers and built connections to drive long-term sales
- Consistently organized and restocked display racks to keep the store ready for customer needs
- Maintained inventory of available products, avoiding delivery delays and maximizing profits.

❖ **Sales Clerk/Grocery Clerk** **November 2011-April 2012**

Supervalue Inc.
SM Supermarket, Manila

JOB DESCRIPTION/DUTIES & RESPONSIBILITIES:

- Greeted and escorted customers to appropriate merchandise
- Determined needs and advised customers on purchases
- Perform daily routine for price checking & visually displayed price barcode
- Replenished shelves and stocked products in appropriate location
- Helped maintain clean, orderly work environment
- Maintained revenue by attracting customers with attractive sales displays
- Completed multiple resets per day to keep merchandise well organized and presentable
- Minimized loss by watching for and recognizing security risks and active theft.
- Inventoried merchandise and investigated discrepancies to keep an accurate count of each product type
- Conduct FIFO for appropriate distribution of merchandise

❖ **Service Crew** **November 2010-May 2011**

Vista Manpower Corporation
Humble Beginnings Corporation
Sunday Milkshake

JOB DESCRIPTION/DUTIES & RESPONSIBILITIES:

- Greeted customers, assisting and answer customer queries
- Prepares ,take, and place customer's order
- Promoting special deals
- Process bills needed & collect payment
- Provide basic bookkeeping tasks

- Replenished supplies and keep the work area clean and organized
- Inventory merchandise to avoid and prevent losses

PERSONAL PROFILE:

Sex	:	Female
Date of Birth	:	May 2, 1991
Civil Status	:	Single
Age	:	31 yrs.old
Height	:	5'3
Weight	:	118 lbs.
Religion	:	Roman Catholic
Place of Birth	:	Polangui, Albay

SPECIAL SKILLS:

- Time Management
- Communication
- Adaptability
- Problem Solving
- Teamwork
- Creativity
- Leadership
- Interpersonal skills
- Work ethic
- Attention to detail

TECHNICAL EXPERTISE:

- Computer-Spreadsheet, Word processing
- MS word, Excel, Powerpoint
- Can operate Office Equipment like Photocopier Machine, Fax Machine, Electric Calculator, Electric Typewriter and Printer

TRAININGS/SEMINAR ATTENDED:

Subject	:	***ISO 9001:2008 & INTERNAL QUALITY*** AUDIT WORKSHOP
Conducted by	:	CQL BUSINESS SYSTEM CONSULTING
Date	:	December 27, 2021
Subject	:	***HOUSEKEEPING NCII (via online)***
Conducted by	:	Technical Education and Skills Development Authority
Date of Completion	:	November 2019

CHARACTER REFERENCES:

- Florentino Lapitan
  Operations Manager
  GMARDC Corporation/BLESSMART Fashion Inc.
  Mobile No.+639 17 1571 710

- Arlene Loayon
  Remington Industrial Sales Corporation (RESIGNED)
  Mobile No. 0999 1726 147

- Rosanna Abenio
  Bookkeeper
  Remington Industrial Sales Corporation
  Mobile No. 0932 7006384

I hereby certify that the above mentioned details are true and correct to the best of knowledge and belief

JONALYN I. ENCILA
Applicant