



Complete name (First, Middle, Last): Jezil Ann Nuevaespaña Toding
Email address : jeziltoding@gmail.com
Contact number/s : +63 995 5506880 Philippines No.

PERSONAL DATA

Age : 29 years old
Gender : Female
Civil Status : Single
Date of Birth : March 2, 1991
Place of Birth : Bacolod City, Philippines
Current Address : Blk 7 Lot 11, East Homes 4 Subd., Brgy. Mansilingan,
Bacolod City, Negros Occidental, Philippines 6100
Permanent Address : Blk 7 Lot 11, East Homes 4 Subd., Brgy. Mansilingan,
Bacolod City, Negros Occidental, Philippines 6100
Spouse Name (if applicable) : N/A
Spouse Education : N/A
Spouse Occupation : N/A
Total Number of Children (if applicable) : N/A
Number of children under 18 : N/A

EDUCATIONAL BACKGROUND

Secondary School Name : Domingo Lacson National High School
Address : Bacolod City, Philippines
Year Graduated : 2007
Number of Years : 4 years
Degree Name/Course Name/Strand (if applicable) : N/A

College/University Name : University of St. La Salle
Address : Bacolod City, Philippines
Month/Year Graduated : March 2011
Number of Years/Semesters : 4 years/ 8 Semesters

Degree Name/Course Name/Strand (if applicable) : BSBA major in Marketing Management

If Applicable

Master's Degree School Name : N/A
Address :
Month/Year Graduated :
Number of Years/Semesters (Number of Units if Undergrad) :
Degree Name/Course Name/Strand (if applicable) :

Doctor's Degree School Name : N/A
Address :
Month/Year Graduated :
Number of Years/Semesters (Number of Units if Undergrad) :
Degree Name/Course Name/Strand (if applicable) :

TESDA/Certificate Training Center Name : N/A
Address :
Month/Year Graduated :
Number of Years :
Degree Name/Course Name/Strand (if applicable) :

EMPLOYMENT HISTORY (Present - Previous)

**If more than one, please indicate.*

Position : **Service Quality Analyst - Operations**
Company Name : DHL Express Philippines Inc.
Address : Makati City, Philippines
Duration (from mm/yy - to mm/yy) : 03/22 - Present
Job Description : Generating reports and providing analysis from the data extracted. Generating ideas and implementation of initiatives. Performance reporting and doing the team quarterly incentives.

Position : **Supervisor – AP Export Compliance**
Company Name : DHL Express - SSC, Malaysia
Address : Petaling Jaya, Malaysia
Duration (from mm/yy - to mm/yy) : 04/19 - 11/21
Job Description : People Management; Duty roster schedule/ shift rotation; and Reporting

Position : **Specialist - Performance Reporting**
Company Name : DHL Express - SSC, Malaysia
Address : Petaling Jaya, Malaysia
Duration (from mm/yy - to mm/yy) : 09/17 – 04/19

Job Description : Project Management; Cash and Accounts Receivable Reporting (SAP Reporting); Country and Global Performance Reporting.

Position : **Senior Associate - Billings**
Company Name : DHL Express - SSC, Malaysia
Address : Petaling Jaya, Malaysia
Duration (from mm/yy - to mm/yy) : 10/15 – 09/17
Job Description : Reports Processing, Query Handling (Internal Queries and Country Business Counterparts); Billing System Maintenance and Processing and Support the daily operations

Position : **Associate - Billings**
Company Name : DHL Express - SSC, Malaysia
Address : Petaling Jaya, Malaysia
Duration (from mm/yy - to mm/yy) : 05/12 – 10/15
Job Description : Query Handling (Internal Queries and Country Business Counterparts); Billing system maintenance and Processing and Support the daily operations

Position : **Contract/Temp Agent - Billings**
Company Name : DHL Express - Philippines
Address : Makati, Philippines
Duration (from mm/yy - to mm/yy) : 06/11 – 05/12
Job Description : Forex Project and Billing system maintenance

TRAININGS AND SEMINARS ATTENDED

Topic: Interpersonal Communication Skills Workshop by Asia Bigwave
Date: 23rd – 24th July 2013.

Topic: Time Management Training Workshop by Iverson
Date: 23rd – 24th of June 2014.

Topic: Communicate & Learn Powerful Communication Skills to Connect and to Influence People by Training.com.Asia
Date: 23rd – 24th of June 2014.

Topic: Managing Sanctions Risk by International Compliance Academy
Date: 21st June, 2019

Topic: Frist Choice – DMAIC Training
Date: 22nd – 25th July, 2019

Topic: Certified International Specialist Manager Training by DHL Express - APSSC
Date: 16th – 18th October, 2019