

JONNALYN ESQUIVEL DULAY

CONTACT INFORMATION

📞 Mobile No.

+ 1 345 3275419

📍 Current Address:

7 Godfrey Nixon Way Eastern Avenue,
George Town, Grand Cayman, Cayman Islands

✉ E-mail Address:

jonnalyndulay@yahoo.com

EDUCATION:

Tertiary:

Good Samaritan College
Graduate in Midwifery
April 2009

Secondary:

St Joseph High School
San Jose City, Nueva Ecija
2000-2004

Primary:

The Colleges of the Republic
San Jose City, Nueva Ecija
1996-2000

DOB & PLACE: January 10, 1987
San Jose, Philippines

Height: 5'3" (160 cm)

Weight: 55 (121.25lbs)

Nationality:

Filipino

Language:

Tagalog, English,

References are furnished upon request

Computer Skills:

MS Office and Excel Application
Power Point Software Application,
, Orion Software Application ERP
System, Cargo Wise System,
Booker.com

Competency Summary

Experiences:

- Cashier
- Receptionist
- Sales Clerk
- Food Server
- Purchaser / Logistics Administrator
- Administrative Clerk

Skills:

- Strong communication skills.
- Knowledge of ERP / Cargo Wise / Orion Systems/ Booker.com
- Appointments Booking
- Service and Care , Handling Goods and materials
- Decision-making, critical thinking
- Self-motivated, initiative, maintains a high level of energy
- Accuracy and Attention to details
- Tolerant and flexible, adjusts to different situations
- Organization and prioritization skills
- Problem analysis, use of judgment and ability to solve problems efficiently
- MS Office and Excel Application

Career History

COMFY COUCH LTD T/A POLISHED NAIL SALON Dec.31 2021 - up to present

Block 12E, Parcel 68 Galleria Palaza, 6387 West Bay Road,
George Town, Grand Cayman Island.

Receptionist

- Greet and welcome guests as soon as they arrive at the shop
- Direct visitors to the appropriate person
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front supplies and keep inventory of stock
- Update calendars and schedule
- Arrange travel and accommodations, and prepare vouchers
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

Cashier

- Operate cash register
- Process money, cheques and credit/debit card payments
- Scan items
- Tabulate total payment for goods or services required
- Receive payment for goods or services
- Calculate daily/shift payments received and reconcile with total sales
- Suggestive selling
- Stock shelves and clean counter area
- Accept reservations or take-out orders
- Wrap or place merchandise in bags
- Provide customer service
- Assist customers with self-checkout
- Calculate foreign currency exchange
- Monitor all entrances and exits, request proof of payment when necessary

RAK PACKAGING CO.LTD

Ras Al Khaimah, United Arab Emirates

Jan. 15, 2018 – Nov. 30 2021

Purchase Administrator/ Logistics Administrator (Import / Export)

- Procuring, expedite and schedule deliveries of materials and services to the job site.
- Negotiating pricing and contract terms and conditions with subcontractors and suppliers.
- Leading formal negotiations (price, schedule, and supplier exceptions) to contractual requirements.
- Issuing purchase orders for procurement and expedition of materials and equipment for jobs.
- Increasing purchasing proficiencies by reviewing requisitions for clarity, compliance, detail and obtained additional information when necessary.
- Establishing new relationships with subcontractors and suppliers to ensure adequate resources for all projects and to continually improve pricing and quality of work.
- Developing contracting strategies to best support customer requirements consistent with project and company goals and objectives.
- Leading regular supplier and subcontractor performance reviews and defined relevant metrics consisting of technical, quality, cost and schedule requirements that maintained or helped increase customer satisfaction while building a strong supplier relationship.

BMJ INDUSTRIES FZ LLC (TOBACCO COMPANY)

Sept 01, 2016 to Dec.2,2017

Ras Al Khaimah, United Arab Emirates

Logistics Administrator cum Purchase Assistant (Import / Export)

- Facilitate the shipping of products from one destination to another
- Arrange transportation, schedule staff, and orchestrate deliveries to meet customer demand with little to no delay
- Receives products and coordinates delivery
- Prepares loads for shipment
- Takes steps to avoid quality control issues
- Makes sure warehouse capacity is kept at optimal levels
- Manages activities throughout the order fulfilment and transportation cycle to make sure established deadlines are met
- Overseas inventory of goods and vehicles
- Continually reviews freight costs, transportation rates, and/or the prices of raw materials to keep costs down where possible
- Streamlines shipping and transportation processes.

QUOTE' CAFÉ (PART TIME) DAR AL ZAIN EVENT Dec. 2017 – Jan.2018

Al Ain, Abu Dhabi, United Arab Emirates

Cashier / food server

- Provide excellent customer service to everyone who visits your restaurant.
- Assist diners with ordering by answering menu questions or making recommendations upon request.
- Take accurate food and drink orders using a POS system and communicate order details to the kitchen staff as needed.
- Check customer's ID if necessary to assure they are of legal drinking age.
- Inform guests about restaurant customer loyalty program, or any other specials and promotions.
- Up-sell any additional products when appropriate.
- Serve food and drink orders to guests.
- Present and pour wine selections with the appropriate stemware.
- Stay up to date on any menu changes and daily specials.
- Check in with diner's to make sure they are enjoying their meals and correct any problems.
- Clear away dirty plates, glassware, flatware and linens and clean tables after diners have finished.
- Maintain a neat and clean dining area.
- Roll silverware, set up food stations, and prep for the next shift.
- Replenish condiment and napkin containers.
- Deliver checks and process bill payments.

Export Documentation (Sea Freight)

- Responsible for the execution of export documentation requirements for shipments originating in the to destinations globally, which include Letter of Credit shipments, commercial invoices, etc.
- Ensure that all documentation meets export regulations
- Arrange details of shipments with forwarders, carriers as necessary for exports
- Transacting of daily shipments
- Knowledge of MS Excel and MS Word and Cargo wise system
- Strong verbal, written communications skills
- Reduced logistics/customs cost via selection of new carriers and proper duty classification.
- Coordinated logistics and customs in raw material for corporate manufacturing plants.
- Executed new transportations contracts with airlines, steam lines, ground and parcel carriers.
- Prepared export documentation for shipments.

ALIVE ADVERTISING

July 20, 2013 - Oct. 06,2015

Ras Al Khaimah, United Arab Emirates

Administrative Clerk

- Answer telephones and transfer to appropriate staff member.
- Meet and greet clients and visitors.
- Create and modify documents using Microsoft Office.
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Maintain hard copy and electronic filing system.
- Collect and maintain PC inventory.
- Support staff in assigned project based work.
- Other duties as may be assigned.
- Maintaining smooth machine operations.

Madison Shopping Plaza Inc. (MSP Inc)

March 2007-July 2007

SM Pampanga
San Fernando City, Pampanga, Philippines

Sales Clerk

- Promoting newly arrived products for customers fully inquiry
- Practice good customer handling and selling techniques to all the products on sale
- Keeping and recording all the inventory items on an up-to-date basis.
- Greet customers when they arrive at the store and ask if they need assistance
- Process sales transactions at the POS (point-of-sale) counter
- Suggest upsell items to customers based on the items they have chosen
- Execute special orders for items that are not in stock or that we do not carry
- Call other stores when necessary to find items in stock
- Replace merchandise on the shelves, paying special attention to end caps
- Arrange special sale and clearance items at the front of the store for maximum visibility
- Build rapport with customers and provide them with genuine guidance and support
- Train new sales staff as needed by management