

# Abegail Tatel Tacorda

**Present Address:** Section 29 Allotment 1 Unit A1  
Bomana 7 Mile Kennedy Estate  
Port Moresby, Papua New Guinea

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Digicel: 74856162

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## Objective:

- To contribute to the delivery of quality service of the company through my skills and commitment and dedication to work.

## Work Experience:

- **Retail Manager (General)**

**Everest Trading Limited**  
Mosin Plaza Gerehu  
June 23, 2020 to April 2021

### **Job Description:**

Accomplish department objectives by managing staff, planning and evaluating department activities. Organizing all store operations and allocating responsibilities to personnel. Monitor stocks level and purchases and ensure they stay within the budget. Deal with complaints from customers to maintain store reputation. Plan and oversee in-store promotional events of display. Analyze sales and revenue reports and make forecasts.

- **Sales & Marketing Manager**

**JEMS Group of Companies**  
Warehouse #2, Section 27, Lot 53  
Butibam Road, Lae  
Papua New Guinea  
July 2019 to April 28 2020.

### **Job Description:**

As a Sales and Marketing Manager in JEMS Group of Companies, I'm handling six (6) companies which are Primus Property Maintenance Ltd., Welcoat Paints Ltd., Sterling Stationery and Supplies Ltd., Sterling Security Ltd., Primus Auto Clinic Ltd., & AWE Investment Ltd.

My responsibility is to search and developing marketing opportunities and planning and implementing new sales plans. I also manage both the marketing and the sales staff and will perform managerial duties to meet the target. Answers questions from clients about product and service benefits. Maintains excellent relationships with clients through superior customer service operations goals.

- **Customer Sales Agent**

**GGS Business Process Outsourcing**

Customer Sales Representative (Outbound)  
2<sup>nd</sup> Floor RBT Building Tirona Highway  
Mabolo 1 Bacoor City  
February 2018 to October 12, 2018

- **Head of Sales Department**

**Asuto Japanese Language  
Consultancy Services Co.**

No. 1 Pulog Street Brgy. Malamig Boni  
Avenue Mandaluyong City  
March 1, 2017 to Sept. 30, 2017

**Job Description:**

As a head of sales in a consultancy my responsibility is for planning and implementing sales, marketing and development programs, both short and long range, targeted toward existing and new markets by performing the following duties personally through subordinates. And to come up with ideas of ways to do most effectively.

- **Document Controller  
Cum Secretary**

**Eco-System Technologies Inc.**

Engineering Department  
Okada Manila Bay Resorts Project  
Atlantic Drive, Brgy. Tambo  
Don Galo, Parañaque City  
July 25, 2016 to Sept. 26, 2016

- **Document Controller:**

**G & S Engineering Company**

Electrical Department  
Kuwait Oil Company,  
Ahmadi Burgan Field  
Wara Pressure Maintenance Project  
Kuwait City  
August 23, 2014 to Sept. 24, 2015

**Job Description:**

The main duty is involves keeping all project documents orderly, complete and categorized for easy accessibility to specific records and projects, reviews each document for conformity and accuracy, ensures delivery and receipt of all documents by deadlines.

- **Secretary:**

**ATCO Technology Co.**

Accounts Section  
For Import, Export & Commission Agent  
Jahra, Kuwait  
October 1, 2013 to July 30, 2014

**Job Description:**

Duties and responsibilities differs from general administrative employees in that they also perform basic accounting functions as well. Must able to perform general office duties, like answering phones and greeting customers as well as perform higher-level functions, such as processing invoices and preparing deposits. Also run accounting software program to process business transactions like accounts Payable and Receivables, disbursement, expense vouchers and receipts, petty cash. Keeping financial records updated. Preparing cheques and upload salary transactions according to the format.

• **Receptionist/Cashier:**

**Alorf Hospital**

Jahra, Kuwait

Sept. 4, 2010 to Sept. 30, 2013

**Job Description:**

Interacting with the patient in front of the reception, receive payment by cash, credit card or automatic debit. Resolve customer complaints. Liaise with the receptionist to foster excellent support to the patient. Maintain confidentiality on the patient, staff and business information. (Working in Laboratory/Surgery/Emergency Reception, Pharmacy Cashier,)

**Educational Attainment:**

• **Degree**

**Bachelor of Science in Nursing**

**Ago Medical and Educational Center**

(Bicol Christian College of Medicine)

Legazpi, City

Graduated February 24, 2007

• **Secondary**

**Catanduanes National High School**

Virac, Catanduanes

Graduated March 2003

• **Elementary**

**Virac Pilot Elementary School**

Virac, Catanduanes

Graduated March 1999

**Certificate and Seminars:**

- **Professional and Personality Development:** Ago Medical and Educational Center  
(June 2 & 3, 2006)
- **Speech and Personality Development  
in Nursing Profession:** Ago Medical and Educational Center  
(March 17, 2006)
- **Hands- Only® CPR  
(An American Heart Association (AHA) Training)** Alorf Hospital  
March 29, 2014
- **Conflict Management Training** Alorf Hospital  
April 28, 2014
- **Proactive Sales Leadership: Growing Sales through  
People and Pipeline Management** Guthrie Jensen  
June 18-19, 2019  
Makati City, Philippines

**Personal Data:**

**Date of Birth:** July 16, 1986  
**Place of Birth:** Eastern Bicol Medical Center Virac, Catanduanes  
**Marital Status:** Single  
**Sex:** Female  
**Age:** 33yrs old  
**Passport No:** P8871615A  
**Religion:** Roman Catholic  
**Height:** 154cm  
**Weight:** 65kls  
**Citizenship:** Filipino  
**Permanent Address:** Phase 1 West Garden, Subd. Bigaa  
Virac, Catanduanes

**PNG Working Visa Expiry:** December 14, 2023  
**PNG Working Permit Expiry:** December 14, 2023

**Volunteer Experience:**

**Medical Mission**  
Rapu-Rapu Albay  
Legazpi, City

**Extracurricular Activities:**

1. Philippine Nursing Student Association Iriga, Camarines Sur
2. HMM (Handog Musika Ministry) : Lae, Papua New Guinea

**Skills:** Ms Word, Ms Excel, Powerpoint, Admin. Works, Driving

**Character Reference:**

**Jane Bodikey**

Corporate Service Manager  
Vitis Industries Limited  
Port Moresby, Papua New Guinea  
Phone: 7276978  
Email: [mjbodikey@gmail.com](mailto:mjbodikey@gmail.com)

**Mikaele Dovi**

Security Manager  
Vitis Industries Limited  
Phone: 74642823  
Email: [mikaeledovi@yahoo.com](mailto:mikaeledovi@yahoo.com)

**I hereby certify that the above information's are true and correct.**

**ABEGAIL T. TACORDA**  
**Applicant**