

CR - Open

Expanded: STEPHEN BROTH

@ 9: 30 PM
ON

1/30/19

Maria Lou A. Onglao - 26 years old

Sta. Ana Barili, Cebu, City - single w/6 dependent

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Email: airah.onglao@gmail.com

M: the wawif

F: Decayed

5 kids: 1 BROTHER
2nd: Small business
1st: 5th Grading

CAREER OBJECTIVE:

Seeking a position wherein I can utilize my communication skills and to exploit my potential for the benefit of the company.

CR: 5-5
CR: 35

WORK EXPERIENCE

Life Plus Labour Supply - (Dubai, United Arab Emirates)

Telemarketer cum Receptionist - October 2016 to June 2018

Working a long hours contacting employers and clients and talking to them to gain a better understanding of their requirements and needs.

CR: 5.5

Duties:

Helping clients to find suitable candidate to fill their vacancies.

SE: 18-20K

Placing adverts in relevant social media like face-book-groups / Instagram and local press.

SE: 18-20K

Making phone calls to candidates who are judge to be eligible

Conducting phone interviews with prospective candidates.

CR: 1 ASAP

Describing the work duties, salary and benefits of a particular vacancy.

Doing background checks and verifying the references, work experience and academic qualification of the applicants.

Involve in negotiating the salary between the clients and the candidate.

Assisting applicants with their interview techniques.

Building own database of clients and contacts.

Make reports about the queries and concerns of the clients.

Assist in the preparation of regularly scheduled reports

Develop and maintain filing system

Maintain contact list of Clients

DBP Services Corporation (PAG-IBIG Fund)

Sales & Admin Officer III - March 2014 - December 2015 - 1 year 9 months

Duties:

0 Oversaw customer service functions and resolved problems within authority range

0 Organized and processed account receivables.

0 Organize each task meticulously and point of action

0 Scheduling meetings and complete the tasks on time

0 Maintaining the databases, generate reports, check emails, mails and send prompt replies for the action to be taken in a timely manner.

0 Monitored computer application and answered telephone calls.

0 Acquired and retained clients through positive and efficient customer service

Servicio Filipino Inc. (National Grid Corporation of the Philippines)
Warehouse Inventory In-Charge - April 2013- January 2014 -- 9 months

Duties:

- o Maintaining optimal stock levels to ensure timely availability of products.
- o Managing excess and ageing stock.
- o Using electronic inventory tracking to scan stock and reconcile inventory.
- o Minimizing exposure to obsolete and excess stock.
- o Creating and maintaining spreadsheets to report and analyze data.
- o Presenting written reports and analyses to senior managers.

Securities and Exchange Commission Cebu Ext. - June 2012-February 2013

On-The-Job Trainee:

Its major function includes:

- o Monitoring the articles of Partnership and Corporation.
- o Checking the By Laws of Partnership and Corporation.
- o Assist in the Filing of index of the Partnership and Corporation.
- o Registration of securities, analysis of every registered security.
- o Evaluation of the financial condition and operations of applicants for security issue

EDUCATION:

Bachelor of Science in Business Administration-General

University of San-Jose Recoletos

HONORS AND AWARDED RECEIVED:

Dean's Lister of Department of Commerce, University of San Jose
Recoletos Member of Junior Business Executives Association-USJR
chapter.

OTHER QUALIFICATION

Proficient in Microsoft Office (Word, Excel and Microsoft)
Excellent written and verbal communication skills
Enthusiastic, quick to learn with good interpersonal and organizational skill

TRAININGS AND SEMINARS:

Certificate of Recognition, Shelomith Learning Center 2009
Certificate of Completion National Service Training Program, University of San Jose
Recoletos Attended Business Management seminars at the University of San Jose
Recoletos, August 2011 Attended Marketing seminars at the University of San Jose
Recoletos, December 2011

I hereby certify that the above information is true and correct to the best of knowledge and belief.