



Jolly B. Ronquillo

Deira Dubai, U.A.E.

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SPECIAL SKILLS

- Administrative support
- Professional phone etiquette
- Excellent communication skills
- Customer Service
- Record maintenance
- Knowledge in MS word and excel
- Ability to maintain confidentiality
- Ability to work under pressure

Educational Background

April 15, 2003

College

Bachelor of Arts Major in Psychology

University of Caloocan City

Caloocan City Philippines

Certificates

Certificate of Completion on Logistics Basic

Filipino Institute, Dubai U.A. E – February 2019

Achievements

Certificate of Achievement on Logistics Basic

(Most Determined Student)

Filipino Institute, Dubai U.A.E – February 2019

Certificate of Achievement for Outstanding

Performance and Dedication

Apparel Group LLC, Dubai U.A.E – February 2015

Personal Information

Birthdate: 15 Jul 82

Passport #: P4552698A

Date of issue: 29 September 2017

Valid Until: 28 September 2022

Issued at: PCG Dubai

CURRICULUM VITAE

To be able to share my knowledge and potential skills for the development of the company and where I can utilize my skills and while doing so even attain self growth as well.
To obtain a position that will enable to use my strong organizational skills, educational background, and ability to work well with people.

TRAFFIK 360 GENERAL TRADING LLC

Admin / Receptionist

November 2019 to Present

- Attending telephone calls
- Welcoming guest
- Scheduling of the delivery to the clients.
- Assisting client servicing team or doing the quotations, sending request for the quotation form the supplier and requesting samples.
- Filling and maintaining the record
- Booking DHL, Aramex, UPS and other courier services.
- Monitoring the production.
- Maintaining the cleanliness of the reception and the office.
- Purchasing office supplies.

SEF ENGINEERING LLC DIP 2

Supply Chain Coordinator – Purchasing Assistant

April 2016 to October 2019

- Assist and report directly to Operation Director and Supply Chain Executive pertaining to all factory and projects operations including materials procurement and related matters
- Perform as main role in negotiation activities with vendors in terms of quality requirement, competitive, pricing, prompt delivery, good services & comply with company purchasing agreement requirement.
- Prepare material requisition and Local Purchase Order in different batches to suit individual project requirements.
- To liaise with vendors and make complaints report for all the defective incoming goods.
- To prepare comprehensive vendor performance report on monthly basis.
- To maintain good, proper filling & documentation system for material and procurement records at highest level of confidentiality

Senior Sale Associate

Apparel Group L.L.C. - Dubai, U.A.E.

August 2009 to January 2015

- Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledge every customer, maintaining solid product knowledge and all other aspects of customer service.
- Maintain an awareness of all promotions and advertisements.
- Communicate customer requests to management.
- Assist in processing and replenishing merchandise and monitoring floor stock.
- Assist in completing price changes within the department.

Training / Admin Assistant

Vir-jen Shipping Corporation - Philippines

October 2005 to May 2009

- Attends to the general and administrative functions of the Training Department.
- Works in conjunction with the Crewing Assistants with regards to the smooth facilitation of training procedures.
- Assists in the formulations and developments of training programs, modules and materials.
- Assists the Training Officers in ensuring proper training programs, modules and materials.
- Where applicable, conducts evaluations and assessments of crew completing the training programs.
- Ensure proper control, maintenance and safekeeping of assets department materials property and records.
- Acts as custodian of department supplies.
- Monitors periodic usage of supplies and replenishment of the departments.
- Ensure the preparations, reviews and timely submissions of periodic and special reports concerning department operations as per company, principals and government requirements.
- Encoding of training grades of all trainees.