

# JONASZER JIMENA



Nationality: Philippines

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## ***Profile Summary:***

To obtain a position in your company where I can put my resourceful knowledge, ability, training and work experience to outmost use.

## ***SKILLS***

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- Computer Literate
- Creative and Resourceful
- Willing to be trained and learn
- Good personal relations, communications and coordination skills
- Customer Service Oriented
- Excellent interpersonal Skills
- Customer Service experience in a retail environment.

## **WORK EXPERIENCE**

### **NUTRITION CONSULTANT – DUBAI UAE, POWER MAGIC NUTRITION (MAY 2016 – JULY 2018)**

- In-Depth Knowledge Vitamins, Food Supplements and Sports Nutrition Products, Healthy Food.
- To ensure Clients are being given with professional advises based on their requirements.
- Counseling and teach client the tenets of healthy eating and diet monitoring.
- Monitoring Sales Report, Sales Target, Inventories, Handle Shortages, Organize Reports, communicate with Clients, Attending Calls for Clients.
- Coordinate with other Branches, Accounts, and Operations Departments,
- Resolve Office-related Malfunctions and respond to requests or issues.
- Completing all paperwork relating to a Sales.

## **ADMINISTRATIVE ASSISTANT (NOVEMBER 2013 – OCTOBER 2014) Rustan Marketing Corporation**

- Answering and directing phone calls to relevant staff such as Accounts & HR.
- Preparing Documents for meetings, schedules & emails.
- Greetings and Directing visitors and new staff.
- Filling Documents all records of employees.
- Order Office supplies.
- Write letters and emails on behalf of other office staff.
- Handling Schedules and attendance of employees.
- Professional communication via phone, email, and mail.

## **SALES REPRESENTATIVE (NOVEMBER 2014 – OCTOBER 2015) Rustan Marketing Corporation**

- To achieve the sales target by using advanced sales techniques and product knowledge.
- Focus on selling and up selling.
- Demonstrate depth of knowledge of Brands and products.
- Build and maintain customer relationships in order to build strong loyalty.
- Communicate with customers to assess their needs, provide assistance in satisfying those needs and meeting or surpassing customer's expectations.
- Advice customers on product ranges best suited to their needs.
- Demonstrate usage and benefits of various Brands and products.

### **ACHIEVEMENTS – with Certificate Awards:**

- ❖ LACOSTE Individual QUOTA - Achiever (253%) (November 2014)
- ❖ HUGO BOSS Individual QUOTA - Achiever (104%) (November 2014)

## **PARTY COORDINATOR**

**McDonalds (Golden Arches Development Corp.) PRC Branch October 27, 2012 – July 2014**

- Provides friendly, efficient, speedy customer service, including taking orders and handling money.
- Duties include set up food to party guests.
- Work closely with guests and client to understand event goals, objectives and specific implementation plans that promote fun parties and events.
- Taking order in drive thru.
- Assist the manager to maintain the records and inventories of the foods, utensils, supplies and etc.
- Promoting new product.

## **EDUCATION:**

Global City Innovative College – **College BS Hospitality Management** (2012)

## **PERSONAL BACKGROUND:**

Birth Date: January 11, 1993

Civil Status: Single

Language: English / Filipino

Age: 28

Tourist Visa Validity – 26, JULY 2021

## **REFERENCE:**

Contact Person: Jamielyn Jimena

Contact number: 0569322899