

Strawberry Jeandell C. Hermoso
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PERSONAL BACKGROUND:

Birthdate: April 02, 1998
Age: 26 years old
Civil Status: Single
Citizenship: Filipino

CAREER OBJECTIVE:

To work in an environment where I can utilize my skill and practice my knowledge in my field. Also, to be able to contribute to company's growth.

EDUCATIONAL BACKGROUND:

Elementary:	Jose Timbol Sr. Central Elementary School	2002 – 2010
Secondary:	Heracleo Casco Memorial National High School	2010 – 2012
	Manay National High School	2012 – 2013
	Sta Ana National High School	2013 – 2014
Tertiary:	Holy Cross of Davao College in Business Administration	
	Major in Marketing Management	2014 – 2018

- Crossians Marketing Management Club
- Member and committee of the Business and Management Association of the Philippines (BMAP)
- Certificate for 7'm's of Entrepreneurship

-Certificate for Business Etiquette

-Certificate for Sexual Harassment Law

SKILLS:

·I have knowledge in Microsoft word, excel and power point, Quick books, and email management

·Customer oriented.

·Good communication skills both oral and written

·Willing to adapt certain changes.

·Excel in collaborative working environment.

·Ability to work under pressure.

·Team oriented.

·Strong work ethic.

·Social Media Management

·Warehouse Monitoring

·Admin Clerical Task

·Licensed Driver (restrictions 1 & 2) Automatic & Newbie for Manual

-Multi-tasker

EXPERIENCE:

Customer Service Officer

SM Lanang Premier Davao City (January 19 – Oct 31 2016)

- Promotes mall's 3 day sales, encourage customer to avail our promo mechanics
- Handles customer's concerns and issues.
- Provides good customer services.

Admin Officer

Veney Meat & Eco Green Hotel (February 26, 2019 – June 01, 2019)

- -responsible for manually encoding the sales and expenses of the company.
- -keeping important company transaction records.
- -Monthly audit of the supplies of the hotel and in the meat shop store.
- - Responsible for providing Quarterly Financial Statement Report
- -Maintains supplies inventory by checking stock to determine the inventory level, anticipates needed supplies, places and expedites orders of the supplies, and verifies receipts of the supplies.
- -Check and voucher preparation for the company's payables.
- -Actual sales and bank reconciliation report every month.
- -Completes operational manpower requirements by recruiting personnel and other human-resource-related duties.
- -Manual payroll computation
- -Responsible for computing government benefits.
- -Other duties may be assigned from time to time that is related to my position

Admin Officer

Verociel Tea House (June 01, 2019 – July 1, 2020)

- -Monthly warehouse monitoring reports
- -Process store payables
- -responsible for manually encoding the sales and expenses of the company.
- -keeping important company transaction records.
- -Monthly audit of the supplies of the store.
- - Responsible for providing Quarterly Financial Statement Report
- -Maintains supplies inventory by checking stock to determine the inventory level, anticipates needed supplies, places and expedites orders of the supplies, and verifies receipts of the supplies.

- -Check and voucher preparation for the company's payables.
- -Actual sales and bank reconciliation report every month.
- -Completes operational manpower requirements by recruiting personnel and other human-resource-related duties.
- -Manual payroll computation
- -Responsible for computing government benefits.
- -Other duties may be assigned from time to time that is related to my position.

Accounts Receivable Specialist

AA Paragon Group of Companies (July 13, 2020 – August 31, 2020)

- -responsible for calling out accounts and reminding them of their aging payables.
- -Responsible for encoding sales collected within the day.
- -Online bank reconciliation vs actual sales collected report
- -Weekly receivable reports.
- -Prepares daily bank deposits cheque or cash and record it in a cash book.
- -Prepares Statement of Accounts for customers
- -Other duties may be assigned from time to time that is related to my position.

Store Manager

Verociel Tea House (September 01, 2020 – December 31, 2021)

- -responsible for store day-to-day operation.
- -Monitors store income and prepare marketing strategies to increase sales.
- -Performed clerical tasks such as keeping store and company records.
- -Online ordering of store stocks.
- -Prepares daily sales report, bank and actual cash sales report, and reconciliation.
- -Responsible for providing Quarterly Financial Statement Report
- -Maintains supplies inventory by checking stock to determine the inventory level, anticipates needed supplies, places and expedites orders of the supplies, and verifies receipts of the supplies.
- -Completes operational manpower requirements by recruiting personnel and other human-resource-related duties.
- -Responsible for emergency replenishment of store stocks.
- -Monitors food safety of the store
- -Monitor the quality of the product by actually preparing it.
- -Manual payroll computation
- -Responsible for computing government benefits.
- -Other duties may be assigned from time to time that is related to my position.

VIRTUAL ASSISTANT (APPOINTMENT SETTER)

MUR SERVICES | Jan 1, 2021 to May 25, 2022

- Provides schedule on tenants by calling them ahead of time to appoint their preferred schedule.
- Prepares schedule for technicians.
- Manages the company's spreadsheet by keeping track and record of the day-today transactions.
- Email management
- Provide updates on clients if the job is already done by the technician on the tenant's property and Handling tenant and clients concerns and issues.

PROPERTY ASSISTANT

SANTOS KNIGHT FRANK | JUNE 21, 2022 – PRESENT

- Provide all necessary administrative assistance to the Property Manager and client.
- accept complaints from clients and assist in liaising with tenants to ensure their continued satisfaction
- Responsible for the custody and handling of Petty Cash Funds and facilitate the monetary and issuance of the required Purchase Order (PO) as authorized by the Property Manager.
- Regularly inspect the property to ensure that required standards of presentation, repairs and operation are being maintained and will ensure all sections of the overall property are visited on daily basis.
- Attend and supervise all building operations, including the use of public thoroughfares, common areas, access control, security procedures, cleaning, building maintenance, lift usage, tenant conditions and parking arrangements.
- Assist with the production and implementation of all emergency procedures at the property including viewing, evacuation and fire drills.
- Arrange repairs and maintenance as instructed by the Property Manager relating to building finishes and operational services and to convey the same to the services department
- To monitor, as deemed necessary, the performance of contractors providing operational services such as, but not limited to, security, cleaning, lifts and pest control.
- Ensure the correct and safe work practices are carried out at all times on or in the property
- Ensure, as deemed necessary, tenancy fit-out plan and specifications are submitted to the appropriate consultancy team for vetting and follow through to approval.
- To monitor, as deemed necessary, fit-out works and to supervise physical occupation by the tenants, including the administering of building works conditions which are to be agreed prior to commencement.

- To promote all services of Santos Knight Frank to all those whom you come in contact with.
- Provide support to the client in the timely preparation of accurate statement of account and/or billing invoices.
- Ensure that all collections are properly recorded and posted to corresponding accounts.
- Provide support to the client in disbursement of payments to supplier, contractors, and service providers, etc.

REFERENCE:

EDNA GARCIA

Operations Manager

Eco Green Boutique Hotel

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