



## Jasliemae B. Ventura

### PERSONAL INFORMATION

Age: 28  
Birth Date: March 27, 1996  
Sex: Female  
Citizenship: Filipino  
Status: Single

### CONTACT INFORMATION

Address: Al Falah St. Abu Dhabi  
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Jasliemaeventura903@gmail.com

### Profile

Hi, I am Jasliemae, a graduate in information technology for 2 years. Professionally, I am a multi-tasker, skilled, a fast learner, and hardworking. I have been working as a Junior Executive-Content (data entry) for 4 years, and I am currently working. Great experience in E-commerce with excellent organizational and analytical skills.

### OBJECTIVE

To obtain a position in a prestigious company wherein I can fully utilize my skills and knowledge, which will help me explore myself, realize my potential, and be willing to learn and work.

### EXPERIENCE

- **AUG. 12, 2020, to Present**  
Junior Executive, Content – E-commerce Webstore, Lulu Head Office  
\*Proficient in Microsoft Office (Excel, Outlook, Word, Power Point, etc.)  
\*List new products on LuLu Online Platforms, optimizing product titles, content or product information, and images. Or so we called “Catalog or Enrich File”.  
\*Excellent in typing and using SAP ERP/Hybris Backend or Backoffice  
\*Conduct keyword or SEO research to enhance product visibility and sales  
\*Checking stock availability/arranging sequence on website category  
\* Monitor changes in product sales by using web analytics and Excel spreadsheets (pivot tables, lookups, proper, etc) to stay organized  
\*Manage and optimization and A+ Content  
\* Having the ability to use format or HTML code & SAP code  
\*Renaming the images from barcode to article or SKU  
\*Reviewing data for incomplete or inconsistent information from GCC (Qatar, Kuwait, Oman, Bahrain, KSA, Egypt)  
\*Sorted and maintained files (Supplier files, Arabic translation, Import products or FMCG, Daily uploads & etc.)  
\*Prefer a file for price comparison  
\*Communicating/Managing phone calls to the Suppliers and correspondence e-mail  
\* Reviews data for errors, missing pages, or missing information and resolves any discrepancies  
\* Ensure the correct spelling and grammar  
\* Assure files are properly prepared and saved to backup drives  
\* Confirm that entered data accurately aligns  
\*Report any major errors or inconsistencies to senior or team leader  
\*Create spreadsheets to track important information  
\*Uses basic office equipment (photocopy machine)  
\*Develop a strong knowledge and understanding of product categories  
\* Monitoring or checking poor content and images on online platform or website  
\*Able to do basic tasks of image edit, crop, resizing on photo pea would be preferred but not a must

- **MAY 2019 to AUG. 12, 2020**  
 \*Sales Promoter, Lulu Village Dubai  
 \*Greetings to customer  
 \*Answering question and addressing customer concerns  
 \*Achieving and exceeding sales target  
 \* Distribute product samples, brochures, flyers etc. to source new sales opportunities  
 \*Identify interest and understand customer needs and requirements
  
- **JULY 2016-SEPT. 2018**  
 Cashier Toys R Us, Robinsons Place Philippines  
 \*Ability to handle cash accurately and efficiently  
 \*Collect payments whether cash or card  
 \*Scan goods and ensure pricing is accurate  
 \*Issue receipts, refunds, change  
 \*Redeem stamps, voucher, or coupons  
 \*Cross sell products and introduce new ones or items  
 \*Answering & resolve customer complaints, guide them, and provide relevant information  
 \*Greet customers when entering and leaving the store  
 \*Bag, box, or gift wrap package  
 \*Maintain clean and tidy checkout areas  
 \*Balances cash drawer by counting cash at beginning and end of work shift  
 \*Attracting customer by announcing the promotional offers using microphone
  
- **OCT. 2018-DEC. 2018**  
 Cashier Handyman Robinsons Place Philippines  
 \*Ability to handle cash accurately and efficiently  
 \*Collect payments whether cash or card  
 \*Scan goods and ensure pricing is accurate  
 \*Issue receipts, refunds, change  
 \*Redeem stamps, voucher, or coupons  
 \*Cross sell products and introduce new ones or items  
 \*Resolve customer complaints, guide them, and provide relevant information  
 \*Greet customers when entering and leaving the store  
 \*Bag, box, or gift wrap package  
 \*Maintain clean and tidy checkout areas  
 \*Balances cash drawer by counting cash at beginning and end of work shift
  
- **JAN. 2016-JUNE 2016**  
 Cashier Sanford Marketing Corporation Philippines (Supermarket)  
 \*Ability to handle cash accurately and efficiently  
 \*Collect payments whether cash or card  
 \*Scan goods and ensure pricing is accurate  
 \*Issue receipts, refunds, change  
 \*Redeem stamps, voucher, or coupons  
 \*Cross sell products and introduce new ones or items  
 \*Resolve customer complaints, guide them, and provide relevant information  
 \*Greet customers when entering and leaving the store

- \*Bag, box, or gift wrap package
- \*Maintain clean and tidy checkout areas
- \*Balances cash drawer by counting cash at beginning and end of work shift

▫ **JUNE 2015-DEC. 2015**

Secretary Sokor Marketing Phils. Inc.

- \*Buy and sell of buses, cars & equipment's import from Korea
- \*Greetings visitors/Answering phone calls
- \*Managing the daily/weekly/monthly agenda and arrange meetings and appointments
- \*Keeping file or update contact information
- \*Check frequently the levels of office supplies and place orders
- \*Document expenses and report
- \*Follow-Up customer for the balance payment
- \*Keeping records or copies of the documents
- \*Extremely proficient with Microsoft Office, Excel & Power Point
- \*Handling payments & depositing cheque or cash in the bank

▫ **NOV. 2014-FEB. 2015**

On the Job Training Encoder, Comelec Municipality of San Nicolas Ilocos Norte, Philippines

- \* Accurately and efficiently encode all data that needs organizing and recording
- \*Confirm that entered data accurately aligns with original documentation
- \*Organize and maintain original paper evidence
- \*Assure files are properly prepared and saved to backup drives
- \*Scan or photocopy hard copy documents and forms as needed
- \*Self-audit your work for errors or duplication
- \*Capturing photo voter's applicant/ distributing voter's ID
- \*Offsite Field

**EDUCATION**

- 2013-2015: STI College of Laoag  
\*Diploma in Information Technology Programming
- 2008-2012: Carasi National High School

**SEMINAR ATTENDED/CONDUCTED**

- AUG 2018: Integrity in the Workplace (With Certificate) Learning Journey Robinsons, Retail Holding Inc.
- MAR. 2017: Customer Service for Cashiering (With Certificate) Core Training Robinsons, Retail Holding Inc.
- JAN. 2015: Releasing of Mayors Permit Office of the Municipal Mayor
- NOV. 2013: National Youth Convention Camp John Hay Baguio City Philippines

**EXTRA CURRICULAR ACTIVITIES 2013-2015:**

IT Club Member (STI College of Laoag)

**RESEARCH PAPER: MAR. 2015: Sirib Express****Site**

-A system that includes online registration and updates information.

**SKILLS:**

- MS office/ability to research and collect data/typing speed/time management/SEO
- Communication skills/self-motivation/understanding of basic software/multi-tasking.
- Ability to work under pressure/attention to details/good customer service. /flexibility/patience.

**REFERENCES:**

- Mr. Dabin Baby Joseph: HR Executive – Lulu Group International  
+971549955912
- Mr. Abdullah Nizam - Ecommerce Webstore Buyer  
+97124182000
- Mr. Shaick Shahid Palappetty - Senior Buyer – Ecommerce  
+97124182000

*I hereby certify all the information stated above are true and correct to my knowledge.*

**Jasliemae B. Ventura**

Sincerely yours,