



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
Contact No. 0521788599
Email:
Jasliemaev1996@gmail.com /
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,