

JEIZLE DATAHAN

Objectives

To be able to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities and establish an enjoyable career for myself.

Work Experience

2024

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2023

Assistant Manager | Cashier

Sailor's Deck Resto & Grill

Responsibilities:

- Manage staff schedules and inventory.
- Collaborate with the manager to achieve overall business goals.
- Manage staff schedules and inventory.
- Handle customer inquiries and issues.
- Collaborate with the chef on menu standards.
- Ensuring a neat and attractive sales environment and monitoring the setup of product displays.
- Social media advertising and promotions.

2017

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2023

Manager | Cashier | Waitress

Garahe's Grill & Chill

Responsibilities:

- Ensuring a neat and attractive sales environment and monitoring the setup of product displays.
- Maximizing sales opportunities and increased customer retention rates.
- Social media advertising and promotions.
- Assist with recruitment and training of new employees while also monitoring the productivity of current employees.
- Improving operations and financial outlooks - expenses, incomes, employee salaries.
- Processing store permits and necessary documents.

2017

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2018

Admin Assistant | Document Controller

Berma Procesys Corporation


Responsibilities:

- Managed office space and coordinates repairs to office equipment.
- General clerical duties including photocopying, printing and e-mail management.
- Managed phone calls and respond to inquiries.
- Received and direct visitors and clients.
- Compiles and organizes files and documents.
- Maintains soft copy and hard copy filing system.
- Processing liquidation and reimbursements.
- Served as a helpful assistant to all office staff.



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Polomolok, South Cotabato
9504

Profile

Age: 31 years old

Status: Single

Birthdate: October 3, 1992

Height: 5'7"

Weight: 73 kg

Education

**Bachelor of Science in
Information Technology**

**STI College - General Santos
City**

2010-2014

**Polomolok National High
School**

2005-2009

Language

English

Filipino

Cebuano

Skills

- Computer Proficiency
- Flexibility
- Admin/Clerical Skills
- Organizational Skills
- Communication Skills
- Creativity
- Attention to details
- Time Management
- Adaptability
- Inventory Management
- Database Management

2015
-
2017

Office Clerk | Material Controller

DOLE Philippines, Inc.

Responsibilities:

Refrigeration and Conditioning Repair & Maintenance clerk

- Monitoring and controlling the withdrawals of materials as well as replenishment of materials and inventory.
- General clerical duties including photocopying, printing and e-mail management.
- Managed phone calls and respond to Refrigeration & Conditioning inquiries.
- Serves as Secretary to my Superior.
- Generating and processing Materials Order request
- Following-up and tracing-up requisitions
- Aircon units and refrigerants monitoring
- Generating and encoding work orders in the system
- Filing, keeping and organizing Order requests & Delivery receipts.
- Processing Job requests.
- Making accomplishment reports.

2015

Pollution Control Officer Assistant

DOLE Philippines, Inc.

Responsibilities:

- Encoding wastewater results
- Processing Job requests for wastewater analysis
- Chemical Handling Monitoring
- Follow-up wastewater results
- General clerical duties including photocopying, printing and e-mail management.
- Monitoring permits and paying permit fees and Lab fees
- Making periodic and quarterly reports
- Processing orders and payment request for DENR (Department of Natural Resources).
- Assisting contractors for Stack Emission Testing and Ambient Monitoring Testing.

2014
-
2015

Material Controller

DOLE Philippines, Inc.

Responsibilities:

- Monitoring and controlling the withdrawals of materials as well as replenishment of materials and inventory.
- Managed phone calls and respond to Electrical inquiries.
- Serves as Secretary to my Superior.
- Generating and processing Materials Order request
- General clerical duties including photocopying, printing and e-mail management.
- Following-up and tracing-up requisitions
- Generating and encoding work orders in the system
- Filing, keeping and organizing Order requests & Delivery receipts.

Reference

Lady Diane Casupang

Project Manager | Say YES Enterprise

Phone: +639077461749

Emerita Garcia

Owner | Garahe's Grill & Chill

Phone: +639093968481

Prince Padilla

Manager | Sailor's Deck & Grill

Phone: +639054864753

Engr. Joevel Makilan

Manager | Berma Procesys Corporation

Phone: +639503855958

Engr. Emmanuel Sumagang

Superintendent | Dole Philippines, Inc.

Phone: +639209013789



Online Jobs Experience

2024

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2022

No Names Digital Inc.

Australia

Personal Assistant/ Virtual Assistant

2022

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2023

Aussie Sounds Pty Ltd

Australia

Lead Generation Specialist

2022

Ecommerce Boost

Australia

Lead Generation Specialist

2022

RCO Services, Inc.

United States

Data Entry & Researcher

2021

-

2022

Say YES Enterprises

United States

Data Entry & Researcher