

Jessa Victoriano

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WORK EXPERIENCE

Sales Admin

Company Name: **Lamoiyan Corporation**

Dates Employed: February Dec 2022 – May 2025

Location: 110 Kalayaan Avenue, Diliman, Quezon City, Philippines

- Receives payment via cash and cheque.
- Assigned for entering purchased order.
- Do inventories for monitoring shortages and over delivered items.
- Responsible for responding to the customer's complaints, comments and suggestions in a good and a right manner.
- Responsible for merchandising and maintaining the orderliness of the selling items to the assigned area.
- Responsible for packing purchased items.
- Responsible for hitting monthly and annual sales target.
- Coordination with any office maintenance and repairs.
- Responsible for Inventory of products and supplies

Cashier

Company Name: **Gaisano Grand Mall of Kidapawan**

Dates Employed: Mar 2018 – May 2020

Location: Purok 1, Lanao, Kidapawan City

- Receives payment via cash and card (debit/credit card).
- Responsible for cash breakthrough at the end of the day.
- Do price tag labelling and display selected items.
- Responsible for responding to the customer's complaints, comments and suggestions in a good and a right manner.
- Responsible for merchandising and maintaining the orderliness of the selling items.
- Responsible for packing purchased items.

Sales Representative

Company Name: **Globe Telecom**

Dates Employed: May 2016 – Mar 2017

Location: 25 Japal Guiani St, Cotabato City, 9600 Maguindanao, Philippines

- Identifying and developing leads, pitching products and services, negotiating contracts, and closing deals with clients.
- Building and maintaining relationships with clients, understanding their needs, and ensuring their satisfaction.
- Identifying potential clients through various methods, including cold calling, referrals, and networking.
- Thoroughly understanding the features, benefits, and pricing of Globe's telecom products and services.
- Tracking sales activities, documenting interactions with clients, and preparing sales reports.
- Managing existing client accounts, handling inquiries, and addressing client concerns.
- Preparing and presenting proposals and quotations to clients, tailoring them to individual needs.
- Meeting or exceeding sales targets and quotas.

EDUCATION

Notre Dame of Kidapawan College

Degree: Bachelor of Science in Business Administration

Field Of Study: **Human Resource Management**

School Year: **2015 - 2016**

Activities and Societies: **PSITES Convention**

SEMINARS AND TRAINING SERVICES

• How to deal with angry customers

Training & Seminars Workshop for HRDM 304 Students

January 18, 2014

Notre Dame of Kidapawan College

Kidapawan City

•Image Building; Speech, Personality and the Etiquette Advantage towards Values Integration for Early Career Professional

Integration for Early Career Professional

February 26, 2015

Bro. Norman Roy FMS Gymnasium

Notre Dame of Kidapawan College

Kidapawan City

•On Job Training

Kidapawan Postal Office

Osmeña Quezon Blvd., Kidapawan City

•Research Forum

Bro Leonard Sonza Hall

January 25, 2016

Notre Dame of Kidapawan College

Kidapawan City

Personal Information

Date of Birth: August 23, 1994

Age: 30 years old

Civil Status: Single

Nationality: Filipino

Religion: Roman Catholic

Elementary: Doña Concordia B. Jayme Elementary School

Secondary: Notre Dame of Kidapawan College IBEd

Degree Major: **Bachelor of Science in Business Administration Major in Human Resource Management**

Place of Birth: Davao City, Philippines

Language Spoken: English and Tagalog