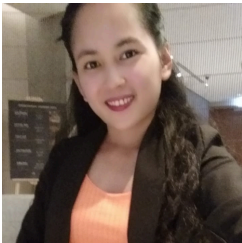


CONTACT

Joan L Degenion

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f Go Naoj



OBJECTIVE

A highly motivated and hardworking individual looking for a reputable organization with my background in stock management and customer service, I believe I have the skills and experience necessary to excel in this role. I am eager to use my knowledge and expertise to contribute to the company's success and take new challenges. I am confident that my dedication to teamwork and my ability to adapt to new environments make me a valuable asset to the team.

EXPERIENCE

JANUARY 2014 -
DECEMBER 2014

- **Registration Office**
Girls Scout Office iligan City Council
 - Organizing and administering student records
 - •Maintaining confidentiality
 - •Providing exceptional customer service

Febuary 2018 -
December 2021

- **Warehouse clerk / Store Clerk**
Eight o Eight Japan Surplus
 - Meet sale goals
 - •Keep track of inventory and stock level
 - Planning sales strategies
 - Monitoring the correct pricing of the items

October 2022 -
October 2024

- **On Call Cleaner**
Queen House Cleaning Service
 - Maintaining clean work areas
 - •Responsible for providing customer service duties
 - •Serviced,cleaned and supplied restrooms
 - •Resolved customer complaints

November 2024 -
December 2024

- **Junior holiday consultant**
White Sea Tourism Sharjha city
 - Assist in client meetings, take notes, and ensure that all client needs are documented and addressed.
 - Help in drafting reports and presentations that communicate findings, insights, and recommendations to clients.

EDUCATION

2013

- **St. Michaels College**
BSBA- Major in Marketing Management
Undergraduate

2017

- **ST. Laurence Institute of Technology**
Business Management Technology Major in book keeping
Vocational

2012

- **Tesda Philippines**
Electrical Installation Maintenance
Vocational

SKILLS

- •Sale Negotiation

- Exceptional communication skills
- Leadership
- Organization
- Customer Service Orientation
- Time Management
- Adaptability

ACHIEVEMENTS & AWARDS

- Business Forum for Teen Preneur Philippines 2013
- Skills Upgrading Training on Abacca gifts, decor & Housewares making by the Department of Trade & Industry 2015

INTERESTS

- Reading books
- Watching old movies
- Listening music
- Cooking

LANGUAGES

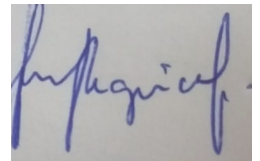
- English • Tagalog • Visaya

PERSONAL DETAILS

- Date of Birth : 19/09/1996
- Marital Status : Single
- Nationality : Filipino
- Religion : Roman Catholic
- Passport : P7710333B
- Gender : Female
- Whatsapp : +971562024812

REFERENCE

- Available upon the request -



JOAN L DEGENION