

Djoryx D. Palma

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Lower Jasmin Ext., Payatas - A, Quezon City, Philippines, 1119



ADMINISTRATIVE AND SALES CLERK

A four years' experience enhancing office management and customer service operations. Expert in administrative support, inventory management, and utilizing MS Office Suite to streamline workflows. Demonstrate exceptional problem-solving skills and focus on driving efficiency and productivity, aiming to contribute to forward-thinking organizational goals.

EMPLOYMENT HISTORY

Admin Assistant - Project-based contract

MICROSOURCING, Quezon City - DEC 2023 - APRIL 2024

- Manage office tasks, data entry, documents, coordinated meetings, maintain records and ensuring smooth operations.
- Support project teams by organizing schedules and tracking project achievements.
- Handle communications and correspondence, enhance team collaboration and the client relations.
- Coordinated cross-functional teams for project execution, ensuring seamless communication and timely deliverables within tight deadlines.

Sales clerk

PRYCE GASES Inc., North Cotabato - JULY 2021 - JULY 2023

- Supervised marketing team, set goal and ensured customer satisfaction through various channels.
- Maintained daily sales records and prepared weekly and monthly reports.
- Monitor stock inventory, managed billings, permits, and store maintenance.
- Utilized office management software to track and record customer information efficiently.
- Maintained sales records and inventory, guaranteeing accurate financial reporting. implemented robust document management system for improved accessibility.
- Analyzed sales data to optimized inventory management, resulting in reduced stockouts and improved customer satisfaction.

Administrative Staff

EAST WEST RURAL BANK, Davao City - MAR 2017 - MAR 2018

- Supervised drivers, housekeeping, and inventory staffs, ensuring smooth operations and compliance.
- Monitored bank records and storage warehouses, ensuring accuracy and security.
- Coordinated branch request and deliverables, enhancing operations efficiency.
- Prepared postages, billings and accruals, maintaining financial accuracy.
- Conducted inventory of office supplies and bank assets, ensuring proper asset management.
- Managed diverse teams, oversaw bank records, and ensured timely branch deliverables. Implemented efficient inventory system for office supplies and assets.
- Coordinated with multiple departments to fulfill branch requests. Fostered a cooperative work environment, improving team performance and communication.

EDUCATION

Bachelor of Science in Business Administration

UNIVERISTY OF SOUTHERN MINDANAO, Kabacan, Cotabato
Majors: Marketing Management

JUNE 2009 - APRIL 2013

TRAININGS AND SEMINARS

Sales and Franching Development Training

AMC - Quezon City

JULY 16 - 26, 2024

Upated Anti-Money Laundering Rules and Regulations

EAST WEST RURAL BANK, Davao City

MARCH 21, 2017

SKILLS

- MS Office Suite
- Office Management
- Customer Service
- Inventory Management
- Administrative Support
- Bookkeeping
- Crop Production Management
- Time Management

CHARACTER REFERENCES

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