



Personal Profile

Age: 33
Sex: Female
Citizenship: Filipino
Date of Birth: July 21, 1990
Place of Birth: Manila, Philippines
Civil Status: Single
Religion: Roman Catholic
Height: 5 feet 2 inches

Career Objective:

I am a hardworking, honest, and trustworthy person with over 5 years of experience in the business world. I have proven skills in receptionist, warehouse office administration, store in-charge, and sales. My goal and mission in life is to leverage my extensive skills and experience to build a successful career in administration management.

Skills

- Stay calm under pressure
- Communication skills
- Interpersonal skills
- Attention to detail
- Ability to multi-task & flexible
- Fast-learner
- Problem-solving skills
- Computer literate

STAR ANGEL L. PULLON

Al Rigga 26B street, Al Owais Bldg. 51 Dubai, UAE
+971547239864
wagonstarmyx@gmail.com

EDUCATION

3 College year : Brokenshire College (2009 – 2012)
(Bachelor of Science in Nursing)
Madapo Heights, Davao City, Philippines

High School Graduate : F. Bangoy National High School (2002 – 2006)
Sasa, Davao City, Philippines

Elementary : V.F. Corcuera Elementary School (1996 – 2002)
Malagamot, Panacan, Davao City, Philippines

WORK EXPERIENCE

Receptionist – Luxury Auto Service Center LLC

- Greet & welcome customers as soon as they arrive at the office
- Answer, screen & forward incoming phone calls
- Ensure the reception area is tidy & presentable with all necessary stationery materials
- Request office supplies & keep inventory stock
- Perform other clerical receptionist duties such as filing, photocopying & scanning

Warehouse Office Administrative Staff

- Coordinated issues regarding out of stock and low stock
- Performed stock return audits
- Maintained a well-organized filing system and record keeping.
- Distributed correspondence memos
- Reviewed and approved employees' daily access in and out of the company per protocol.
- Provided polite and professional communication
- Ensured proper management of the company's confidential information.
- Monitored and supervised the work of junior staff.
- Resolved administrative problems per protocol.
- Answered all incoming telephone calls, take messages, and pass them on.
- Operated copy machine & other office equipment as needed.

Employment History

- **Tenny Enterprises, Incorporated
Davao City, Philippines**
(August 13, 2018 – July 15, 2023)
(Warehouse Office Administrative Staff)
- **Bikelife Trading Company Limited
Davao City, Philippines**
(June 13, 2017- November 12, 2017)
(Store in-charge)
- **Greyhound Marketing
Corporation - Davao City,
Philippines**
(December 2013- December 2014)
(Inventory Clerk/Sales Associate/Assistant Store in-charge)

Languages Spoken

English, Tagalog, Visayan

Character References

: John Lorenz Ramos (+639 33-826-1699)
(johntenny321@gmail.com)

Warehouse Head – Tenny Enterprises,
Incorporated

: Gladys Porcal
(kip.gladysp@gmail.com)

VISMIN Supervisor – Bikelife Trading
Company Limited

: Maria Lourdes Santos (+639 17-506-3118)
Office Coordinator – Greyhound Marketing
Corporation

Cashier

- Collected payments by accepting cash or charge payments from customers and makes change for cash customers.
- Verified credit acceptance by reviewing and recording valid identification and operated credit card authorization systems.
- Recorded transactions in a customer's account per company policy.
- Balanced cash drawer by counting cash at beginning and end of work shift.
- Approached walk-in customers in a warm friendly manner.
- Kept checkout areas clean and well-organized.
- Provided customers with up-to-date promotion deals or discounts to ensuring customer satisfaction.
- Assisted customers with regarding product price queries utilizing calculators, cash registers or optical price scanners.
- Answered customer questions about services and referred more complex issues to managers.

Inventory Clerk

- Received and count stock items
- Recorded data manually or using a computer
- Packed and unpacked items to be stocked on shelves in stockrooms.
- Verified inventory computations by comparing them to physical counts of stock and investigating discrepancies or adjustment errors.
- Prepared audit reports regarding lost or damaged items with investigation in progress.

Sales Associate

- Interacted with customers via phone or in-person to provide support or information regarding an assigned product and services.
- Identified and assessed customers' needs to achieve satisfaction.
- Built sustainable relationships and trust with customer accounts through open and interactive communication.
- Provided accurate, valid, and complete information by using the right methods/tools provided by the company.
- Met personal and customer service team sales targets or quotas.
- Handled customer complaints, and provided appropriate solutions and alternatives within the limits; followed up to ensure resolution and customer satisfaction.
- Work long hours, nights, or weekend

