



JAYSON JEREZ

CUSTOMER SALES ASSISTANT

CONTACT

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204 Bin Thani murraqabat,
Dubai, UAE

EDUCATION

2006-2010

UNIVERSITY OF CALOOCAN CITY
MANILA, PHILIPPINES

- Bachelor of Business Marketing

SKILLS

- Experience in POS software
- Knowledge in SAP software
- Customer-focused mindset
- Deep knowledge in product inventory
- Fast learner
- Strong communication

TRAINING

- Person in Charge
- Highfield level 3 international emergency first aid
- Basic fire extinguisher
- HSE refresher training

LANGUAGE

- English (Fluent)
- Tagalog (Fluent)
- Arabic (Basics)

OBJECTIVE

Self-motivated and enthusiastic worker with vast experience in many different fields. Bringing forth a proven track record of achievement and a reputation for positive collaboration. Confident, hard working, and committed to seeing results in whatever position I am in. Reliable and dedicated to finding a place that will benefit from my superior skill set and energetic drive.

WORK EXPERIENCE

ENOC RETAIL LLC.
SALES ASSISTANT

2019 - PRESENT

- Perform supervisory task.
- Perform customer service.
- Re stocked and organized shelves.
- Removed groceries that expired in shelves.
- Cash handling.

SIMPLE SOLUTION INDUSTRIAL SERVICES
ADMIN SALES COORDINATOR

2016 - 2018

- Develop and maintain relationship with clients, prospect, suppliers, and others in the industry.
- Follow up with existing customers and quotation to close deal.
- Handling calls, emails and messages when sales representative are available

CDO FOODSPHERE, INC.
ACCOUNT RECEIVABLE ASSISTANT

2014 - 2015

- Maintaining the billing system
- Generating invoices and account statements
- Performing account reconciliations
- Maintaining accounts receivable files and records

BANCO DE ORO UNIBANK INC.
ADMIN ASSISTANT

2013 - 2014

- Act as primary liaison between Property Management/Facilities Departments, and as well as external agencies.
- Provide organized and detailed administrative support to the Property Management and Facilities Departments, and occasionally to the Support Services Department.