

JERLYN LORA NEGROS

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CAREER OBJECTIVE

To acquire a position where I can apply my knowledge and skills in Finance and Management and obtain extensive training on technical, behavioral and managerial competencies. I want to have the opportunity to develop myself, to proceed in my career and be extremely committed in working hard for the company's objective.

WORK EXPERIENCE

FAMILY HEALTH & BEAUTY CORP (WATSONS)

2nd Floor, Robinsons Place Ormoc
Ormoc City, Leyte
November 22, 2018 – present
Store Manager

Job Description

- Responsible for planning, organizing, leading and controlling the store team to achieve highest level of customer service standards and in-store execution to deliver sustainable sales and profitable targets
- Responsible for consistent compliance to Retail Operating Standards (ROS) and government regulations
- Monitors and reviews sales performance and recommends action plans to deliver sales budget
- Review manpower and space productivity and identify areas of improvements
- Creates measures to minimize losses and damages
- Checks and monitors availability and replenishments of stocks
- Provides a pleasant shopping environment for customers at all times
- Enforces strict adherence to customer's service standards
- Cascades on going promotions, activities, memos, bulletins following the standard power talk guidelines on a regular basis
- Coaches newly hired employees
- Reviews and discusses performance appraisal and personal development plans of direct reports
- Approves work schedule of store personnel

EZDAN HOTELS WEST BAY

West Bay, Al Dafna, Qatar
September 19, 2015 – April 3, 2018
Finance Coordinator

Job Description

- Performs clerical support functions such as filing, typing, encoding and report generations
- Prepares daily collection report and report of cheques issued and cancelled
- Facilitates routing of cheques to signatories for all transactions

- Releases cheques to supplier and accounts based on the completeness of documents
- Update Purchasing Department regarding cheques ready for release
- Answers suppliers' and employees' queries and follow-ups regarding cheques
- Assist Financial Controller on day-to-day operation needs
- Make sure all documents are enclosed prior to approval of Financial Controller
- Give updates regarding valid, nearly expire and expired contracts
- Maintain stock items needed by the Finance Department by making store request
- Make purchase request for items needed that are not in the store
- Ensure complete filing of approved Standard Operating Procedures (SOP)
- Act as minute taker every Finance Communication Meeting and Credit Meeting
- Submit attendance to Human Resources Department every month for payroll purposes
- Make duty roster for Finance Team and have it approved by the Financial Controller

SM HYPERMARKET

FTI Complex, DBP Ave, Taguig City
 May 06, 2012 – August 28, 2015
 Selling Supervisor

Job Description

- Supervise and ensure Selling Area to be organized and with full display
- Manage stocks on hand and pull-out all near expire items
- Manage Merchandisers and Sales Clerks daily to accomplish all tasks to be able to maximize manpower's productivity
- Assists and attends to Customers' needs and wants
- Handles customer complaints
- Submit daily sales reports to Store Manager on time
- Attend and satisfy needs of Big Clients especially HORECA customers
- Ensure good relationship with the Supplier
- Manage Receiving and Dispatching Unit (RDU) during receiving of all items and verify all receiving documents

LEYTE IV ELECTRIC COOPERATIVE, INC.

Brgy. Lamak, Hilongos, Leyte, Philippines
 September 8, 2011– December 12, 2011
 Consumers Account Assistant (Job Trainee)

ALPHA MACHINERY & ENGINEERING CORP.

1167 Chino Roces Avenue, Makati City, Philippines
 June 16, 2010– December 29, 2010
 Administrative Assistant

EASTWEST BANK

J. Romualdez Street, Tacloban City
 April – May 2009
 On-The-Job Training (Practicum)

EDUCATIONAL ATTAINMENT

2006-2010	UNIVERSITY OF THE PHILIPPINES VISAYAS TACLOBAN COLLEGE
Tertiary	Bachelor of Science in Management
	Tacloban City, Leyte
	University Scholar

2002-2006 **BUNG-AW NATIONAL HIGH SCHOOL**
Secondary Brgy. Bung-aw, Hilongos, Leyte
 Valedictorian

1996-2002 **LAMAK CENTRAL SCHOOL**
Elementary Brgy. Lamak, Hilongos, Leyte
 With Honors

SKILLS

- **Computer Skills**
 - Microsoft Office (MS Word, Excel, Power Point, Outlook)
 - Open Office (Writer, Calc, Presentation)

PERSONAL PROFILE

Nickname	:	Che-Che
Age	:	30
Date of Birth	:	November 29, 1990
Place of Birth	:	Brgy. Lamak, Hilongos, Leyte
Civil Status	:	Married
Nationality	:	Filipino
Religion	:	Roman Catholic
Height	:	5'4.5"
Weight	:	67kg.
Languages Spoken	:	English, Filipino, Waray-waray, Cebuano

ELIGIBILITY

CSC CAREER SERVICE PROFESSIONAL

July 26, 2009

SEMINARS ATTENDED

Seminar Orientation on "EXCELLENT CUSTOMER SERVICE – S.H.I.N.E." Castle Peak Hotel, Cebu City, March 12, 2019

Seminar Orientation on "GROOMING STANDARDS" Ezdan Hotels Training Department, Ezdan Hotels West Bay, Doha, Qatar, April 10, 2017

Seminar Orientation on "BASIC SUPERVISORY SKILLS TRAINING" SM Hypermarket Training Department, SM Hypermarket Adriatico Training Room, M. Adriatico St., Malate Manila, April 9, 2014

Seminar Workshop on "SUPERVISOR DEVELOPMENT TRAINING PROGRAM" SM Hypermarket Training Department, SM Hypermarket MOA Training Room, Mall of Asia, Pasay City, Feb. 18 – Mar. 8, 2013

ORGANIZATIONAL INVOLVEMENT AND AFFILIATIONS

Tertiary

Member, Junior People Management Association of the Philippines (JPMAP)

Secondary

Treasurer, Student League Network

CHARACTER REFERENCES

MS. LORJE MAGDAONG

Store Manager
Watsons Gaisano Riverside Ormoc
Ormoc City, Leyte
+639656679732

MS. JANICE ELIZAGA

Store Manager
SM Hypermarket Handyman
Bacolod City
+639425581528

MS. GERALDINE CEBEDO

Credit Manager
Ezdan Hotels West Bay
Doha, Qatar
+97430708388

I hereby certify under oath that the above foregoing data are true and correct to the best of my knowledge and belief.


JERLYN LORA NEGROS
Applicant