

KEY SKILLS AND COMPETENCIES

- Excellent in oral and written Communication
- Ability to motivate stuff and maintain good relations
- Excellent customer service skills
- Excellent interpersonal skills
- Knowledgeable in Windows-based applications (MS Word, MS Excel, MS Power Point)
- Responds well in fast-paced, high-pressured environment
- Reports and Presentation Management Skills

AREAS OF EXPERTISE

- Identifying sales opportunities
- Customer Service knowledge
- Knowledgeable in Mall Operations.
- Knowledgeable in Leasing Marketing and Admin function

PERSONAL SKILLS

- Building relationships
- Smart appearance & presentable
- Social skill
- Fast Learner
- Adaptive

LEARNING AND DEVELOPMENT INTERVENTION/ TRAINING PROGRAMS ATTENDED

- Philippine Red Cross Certification “Standard First Aid and Basic Life Support-Cardiopulmonary Resuscitation (CPR)/AED Training on (April 17-20. 2023)
- Certificate of Completion Basic Occupational Safety and Health Training for Safety Officer 1 (SO-1) (May 4-5, 2023)
- Polytechnic University of the Philippines, On-the-Job Training,. (April 2022-July 2022)

SHERYL M. OGRIMEN
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PERSONAL SUMMARY

As a results-oriented, dynamic, energetic, adaptive, and always looking for challenges in every aspect of work. Articulate in Financial Statements, analytic and well-developed decision-making skills. With seven-years’ of works experience in administrative work from different task and position. Handling sales operations of franchise company and perform business development and leasing manager assistant area of responses.

Now looking forward to making a significant contribution to an ambitious and exciting company that offers genuine opportunity for progression while working towards company’s goal.

WORK HISTORY

- **Yummy Bite Food Corp.**
#174 P. Santiago St. Paso De Blass, Valenzuela City.
Leasing Manager Assistant, First Aider and Safety Officer 1
February 1, 2023 to July 15, 2023

Duties and Responsibilities:

- Provide support to the Manager as well as management when required. Responsible in overall upkeeps in daily operations of the stores.
- Maintain detailed logs and reports of the department perform profit, and budget information, monitor daily sales reports per branch, and perform monthly sales reports and presentations when required.
- Motivate and coach employees to meet service, sales, and prepare goals.
- Responsible for ordering stocks, tracking deliveries in third parties, monitoring daily inventories, and performing month-end audits per branch.
- Responsible for monitoring equipment and maintenance of the store.
- Performed HR duties and responsibilities such as hiring and selecting employees for the area, creating and modifying employee schedules, and reviewing payroll before approval.
- Analyze and resolve minimal concerns of the store. Understand and adhere to all company’s Ethics and Compliance.

- **Newstar Shopping Mall Inc.**
San Isidro Labrador Parish Multi-purpose Coop Bldg. Km. 14
Manila Valenzuela City 1440
Business Development and Leasing Manager Assistant
August 16, 2022, to January 31, 2023

Duties and Responsibilities:

- Work closely with the business development manager while assisting in daily operations and mall concerns. Maintained and updated the filing system for the departments. Organize papers correspondence relating to the mall tenants.
- Preparing monthly billing of the mall tenants such as utilities, and other miscellaneous. Consolidating BIR 2307 of the tenants. Assisting the business development manager in preparing the official receipts to the tenants.
- Update Perform other basic administrative task such as calendar management, phone duty. Arrange for delivery and picks up of documents from office when necessary.

- Certificate of participation in the webinar themed **ALAY SA NASA LAYLAYAN: Stories Behind the Reality in the Poverty – Stricken Urban Areas Philippines** of the EDTALK 2022 webinar series of PUP College of Education. (July 2, 2022)
- Certificate of participation in the webinar themed **SILANG MAYO SA TANAW** Unveiling the Exceptional Stories of the Educator from the far-flung Areas in the Philippines of the EDTALK 2022 webinar series of PUP College of Education. (June 25, 2022)
- Certificate of participation in the lecture title “I manage: Revisiting Classroom Management Approach in Creating 21st-Century Conductive Environment” As part of the series “I start” Intensifying Strategic Teaching Application on becoming Responsive and Transformative 21st Educators of the PUP College of Education. (Jan. 29, 2022)
- Certificate of participation in the lecture title “I assess: Paving the Way Design and Implementing Purpose Tools and Strategies” As part of the series “I start” Intensifying Strategic Teaching Application on becoming Responsive and Transformative 21st Century Educators of the PUP College of Education. (Jan. 22, 2022)
- Symposium on tax Reform for Acceleration and Inclusion (TRAIN LAW) BIR Multi-Purpose Bldg. Government Center Candahug, Palo Leyte
- Certificate of Attendance Briefing on New forms (Relative to Income Tax Filing) Tax Amnesty Act & Other Tax Update BIR Multi-Purpose Bldg.

➤ **Marketlife Management and Leasing Corporation (MMLC)**
Quinta Market and Fish port Quiapo Manila
Operations Assistant
March 10, 2021 to November 30, 2021

Duties and Responsibilities:

- Provide support to the Manager as well as management when required.
- Performed over-the-counter transactions such as cash, payments check and other transactions
- Reviewing all check transactions and verifying authenticity of all checks received
- Preparing the official receipts and collection receipts of the clients
- Depositing the cash and check transaction in the bank
- Updating the daily and monthly report
- Preparing the monthly billing statement of the client such as utilities, rents and other miscellaneous.
- Update Perform other basic administrative task such as calendar management, phone duty.

➤ **AMRC Holdings Company Inc. Xentro Mall – Manila Markets**
Operations Assistant
March 5, 2020 to March 5, 2021

Duties and Responsibilities:

- Work closely with Operations Manager while providing assistance in the daily operations of the mall
- Maintain logs and spreadsheet for all office activities. Updating the daily and monthly report. store file and retrieve corporate documents and reports as and when need.
- In-charge overall upkeep and help out constant improvement and enhancement of the malls
- In-charge in monitoring equipment, building, facilities and maintenance.
- Performed other jobs duties and responsibilities as assigned, such as Involve in Operations Planning and Control Initiative wherein we make and interpret policies and procedure which are to be implemented across areas in conformance to company standards
- Ensure that all the billings from the mall are properly checked and verified before processing
- Laisses documents from concerned departments
- Screen calls and inquiries from clients

➤ **Center for Agriculture Reinforcement Development Inc. (CARD BANK INC.) Malabon City NCR**
Account Officer-3
September 15, 2019 to January 20, 2020

Duties and Responsibilities:

- Responsible in center management and daily collections
- Processing over-the-counter transactions such as cash and other miscellaneous transactions
- Preparing the monthly budget for the office supplies
- Responsible credit investigation (CI) and such as approval of loan application of the client

➤ **T. Bañez Accounting Office (TBAO) Tacloban City Leyte**
Office Assistant/ Liaison officer
December 28, 2018 to July 31, 2019

Duties and Responsibilities:

- Processing business permit registration both new and renewal
- Processing business registration in the Bureau of Internal Revenue (BIR)
- Processing tax clearance
- Preparing online payments contribution of SSS, Philhealth and Pag-ibig
- Assist in processing Philgeps registration

Government Center,
Candahug, Palo Leyte.
(March 19, 2019)

- Certificate of Appearance Briefing for New Business Operators/Taxpayers BIR Multi-Purpose Bldg. Government Center, Candahug, Palo Leyte (March 03, 2019)
- Certificate of Participation Seminar on Entrepreneurial Training on Marketing and Financial Planning Eastern Visayas State University Multi-Purpose Cooperative. (March 22, 2019)
- Department of Trade & Industry (DTI) Consumer Education Seminar Eastern Visayas State University Tac. City Leyte. (October 01, 2018)
- Effective Financial Management and Investment Guide Ritz Tower de Leyte Tac.City Leyte. (March 10, 2017)
- Seminar on Business Ethics Eastern Visayas State University Tac.City Leyte. (March 17, 2017)
- Certificate of Recognition Best Female Presenter (BUSINESS PLAN ORAL DEFENSE) Eastern Visayas State University Tac.City Leyte. (October 21, 2017)
- 7th Regional Business Summit Eastern Visayas State University Tac.City Leyte. (October 4, 2017)

- Assist in preparing BIR tax returns of various bookkeeping clients
- Assist in processing on securing TIN, SSS, PhilHealth and Pag-ibig number of various bookkeeping clients
- Encode expenses of various bookkeeping

➤ **Kentucky Fried Chicken (KFC)**
Robinson's Place Tacloban City Leyte
Restaurant Team Member
April 12, 2011 to September 30, 2018

Duties and Responsibilities:

- Greeting to the customers while offering customer service, order taking, assembling orders, and operating the cash register
- Follow KFC standards and procedures

ACADEMIC QUALIFICATION

- **License Professional Teacher (September 2023)**
- **Polytechnic University of the Philippines Sta Mesa Manila**
Post Baccalaureate in Teacher Education (Major in Entrepreneurship)
S.Y October 2021 to September 2022
- **Eastern Visayas State University Tacloban City Leyte**
Bachelor of Science in Entrepreneurship
S.Y June 2018 to July 2019
- **Asian Development Foundation College Tacloban City Leyte**
Commercial Cooking NC II
S.Y 2013

I hereby certify that the above information is TRUE and CORRECT and that any false statement contained herein may be used as grounds for my disqualification.


SHERYL M. OGRIMEN
Applicant