



AILEEN JOSE

ABOUT ME

Detail-oriented professional with top skills in customer relations and problem solving. Talented in addressing different service and product problems with thoroughness and positive style. Ready to help with focus on finding creative solutions to conflicts and complaints.

EXPERIENCE

Nestor Electrical Services Company Inc.

Receptionist 2022-2024

- Greet all office guests.
- Answer phones and take messages.
- Assisting colleagues with administrative tasks.
- Deal with special requests from guests.
- Answer questions and address complaints.
- Communicated clearly and professionally with staff and customers.
- Provide general information to staff, clients, or the public.
- Enter customer data and send correspondence.
- Keep updated records and files.
- Booking meetings.
- Scheduling appointments.
- Making travel arrangements.
- Manage inventory of office supplies.
- Maintaining the reception area.
- Customer service.

AAA Plastic Bag Manufacturing

Inventory Clerk 2019-2022

- Problem-solving abilities.
- Investigating discrepancies and reconciling.
- In charge of the company's inventory.
- Generated purchase orders.
- Attention to detail.
- Monitor inventory levels to prevent stock-outs.
- Inspect inventory for damage or defects.
- Negotiated with suppliers to acquire cost effective deals and trust relationship.
- Track Inventory levels and optimized ordering strategies to meet availability needs with maintaining budget goals.

EDUCATION

Bachelor of Business Administration

Dr. Gloria D. Lacson 2022-2023
Foundation College Inc.

Bachelor of Business Administration

Nueva Ecija University of Science and Technology 2018-2020

SKILLS

- Inventory management
- Problem Solving Skills
- Communication Skills
- Microsoft Office
- Creativity
- Research

ACHIVEMENTS

- NC II Food & Beverages
- NC II Front Desk Office

LANGUAGES

- English
- Filipino