

# **FERGILYN D. CORPUZ**

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Mobile Number: 0570407426



## **OBJECTIVE**

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Highly organized, motivated, and enthusiastic professional. Proven ability to work with difficult situations. Can provide a high level of service to clients.

## **PROFESSIONAL STRENGTHS**

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### **Communication**

- Giving good communication to customers.
- Give accurate information about the products.

### **Time Management**

- Complete tasks on or before the deadline.
- Maximizing time left for other tasks.

### **Flexibility**

- Willing to work irregular hours.
- Easy to adapt to new working environment.

### **Computer literate**

- MS WORD, MS EXCEL, POWER POINT

## **WORK EXPERIENCE**

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**14 SEPTEMBER 2020 - PRESENT**  
**VISUAL MERCHANDIZER**  
**ALRAJHI FIRST TRADING COMPANY**  
**CHAKRA BRAND**  
**Riyadh, Saudi Arabia**

**13 NOVEMBER 2017 - 13 SEPTEMBER 2020**  
**VISUAL MERCHANDIZER**  
**Al Hokier, Fashion Retail**  
**NEW YORKER BRAND**  
**Riyadh, Saudi Arabia**

- Change displays to promote new product launches and reflect festive or seasonal themes.
- Creating appealing and eye-catching visual displays that lead the customer through the entire store.

**04 NOVEMBER 2015 – 30 OCTOBER 2017**

**CASHIER/RECEPTIONISTS**

**MOTORACE PHILIPPINES INC.**

**28B Rizal Avenue Cauayan city Isabela**

- Receive monthly payments.
- Entertaining walk-in customers.
- Depositing daily collections.

**09 JUNE 2014 – 10 MARCH 2015**

**MEDICAL BILLING CLERK**

**CAUAYAN MEDICAL SPECIALISTS' HOSPITAL**

**Burgos. St Cauayan City Isabela**

- Responsible for entering patient's medical records.
- Keep accurate records of patient's account balances.
- Generate invoices for inpatients.

**08 JANUARY 2014 – 07 MAY 2014**

**BRANCH SECRETARY**

**FUNDLINE FINANCE CORPORATION**

**Maribbay Building Quezon St. Cauayan City Isabela**

- Processing Loan Application
- Releasing loan Approval

**15 APRIL 2011 – 28 DECEMBER 2013**

**OFFICE STAFF**

**DNF NORTHEAST**

**San Fermin Cauayan City, Isabela**

- Handling incoming calls and other communications.
- Managing records.
- Entering information into database.
- Updating paperwork, maintaining documents and word processing.

## **PERSONAL DATA**

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**Born in Purok-5 Barangay Labinab Cauayan City Isabela (Philippines)  
on January 04, 1990. Known**

as “GILYN” and currently living and working in Kingdom of Saudi Arabia. Single with one child. I am the eldest of four children in the family. A natural born Filipino and Family oriented, stands 5’2 in height and 60kg in weight. I am efficient in both written and oral communication. Has the ability to work under pressure.

## **EDUCATION**

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- **CAMP TRAINING CENTER**  
**LADDERIZED HEALTHCARE SERVICES AND CAREGIVING**  
**CAREGIVING FOR ELDERLY CARE – NC 11**  
**CAREGIVING FOR INFANT CARE – NC 11**  
**RIYADH, SAUDI ARABIA**  
**JULY-SEPTEMBER 2023**
- **DOCTOR CARE MEDICAL AND TRAINING CENTER**  
**NATIONAL CAREGIVER – HOME HEALTH AIDE**  
**RIYADH, SAUDI ARABIA**  
**JUNE 20, 2023**
- **TERTIARY**  
**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**  
**MAJOR IN BANKING AND FINANCE**  
**Isabela State University- Cauayan Campus**  
**San Fermin Cauayan City Isabela**  
**Year 2008 – 2011**
- **SECONDARY EDUCATION**  
**CAUAYAN NATIONAL HIGH SCHOOL**  
**Brgy. Turayong Cauayan City, Isabela**  
**Year 2005-2008**
- **PRIMARY EDUCATION**  
**LABINAB ANGELES ELEMENTARY SCHOOL**  
**Brgy Labinab Cauayan City,**  
**Year 1999-2005**