

# MARY GRACE JARILLA ZAIDE

Bock 13 Lot 39 B Sampaguita Street,  
St. Anthony Village, Salitran III  
Dasmarinas, Cavite  
Mobile no. 0915-7652-088  
Email Address: [grace\\_zaide@yahoo.com.ph](mailto:grace_zaide@yahoo.com.ph)



## Career Objective:

---

To professionally have a job where I can apply my full knowledge and skills about my chosen career and to be able to perform more at the field of Business.

## Educational Background

---

2003-2007     **De La Salle University Dasmariñas**  
Dasmariñas, Cavite  
Bachelor of Science in Business Administration  
Major in Marketing Management

## Personal Information

---

<b>Sex:</b>	Female
<b>Date of Birth:</b>	November 20, 1986
<b>Place of Birth:</b>	Muntinlupa City
<b>Civil Status:</b>	Single
<b>Religion:</b>	Roman Catholic
<b>SSS no.:</b>	34-0465106-5
<b>TIN no.:</b>	307-457-686
<b>PHIL Health:</b>	080508208794
<b>HDMF:</b>	103001071224
<b>Passport #:</b>	EB2975712

## Knowledgeable Areas

---

- Administrative Management Skills
- Advertising and Product management
- Sales and Financial Marketing   □ Events management
- MS Office Applications (Word, Excel, PowerPoint)
- POS
- Oral and Written Communication Skill

## Employment History

---

### **Customer Service Supervisor - Meridien Business Leader Inc.** (Jan 2016 – Jan 2017)

SM City Molino, Molino 4, Bacoar Cavite

- Sales forecasting, monthly sales projection for the whole year, Sales inventory, Stocks inventory, supplies inventory, accounting allocation of budget in supplies, attending quarterly planning for sales growth, proposed Marketing Strategies for bills payment, Telemarketing, Monitoring of Plantilla, Supervise Staff's weekly work schedule. Handling customer complaints and query at all counters. Conducting end of day (EOD) procedure, capturing all file of paid bills for the day.

### **Cashiering Supervisor - ROBINSONS SUPERMARKET** (June 2015–Sept 2015)

Robinson Retail Inc., Lower ground floor, Robinson Place, Dasmariñas Governor's, Drive. Barangay Sampaloc, Dasmariñas Cavite

- Handling of Personnel, Reporting Inventory of Stocks, Checking of erroneous transactions, attending customer complaint and query about the merchandise, monthly sales report. Treasury assistant handling in and outs of the sales.

### **Store Manager - GOLDILOCKS Central Mall** (June 2013–Oct 2014)

JDV Sweet Delicacies, Central Mall Aguinaldo Hi-way, City of Dasmariñas Cavite

- Sales forecasting, monthly sales projection for the whole year, Sales inventory, Stocks inventory, supplies inventory, accounting allocation of budget in supplies, attending quarterly planning for sales growth, proposed Marketing Strategies for the new products, Telemarketing, Monitoring of Plantilla, Supervise Staff's weekly work schedule. Handling of customer complaints and conducting end of day (EOD) procedure, capturing all file and sales.

### **Store Manager - Mang Inasal SM Dasmariñas** (September 6, 2011- March 31, 2013)

Jardiniano Ventures Corp, SM City Dasmariñas Governor's Drive, Barangay Sampaloc I, Dasmariñas Cavite

- Sales forecasting, monthly sales projection for the whole year, Sales inventory, Stocks inventory, supplies inventory, accounting allocation of budget in supplies, attending quarterly planning for sales growth, proposed Marketing Strategies for the new products, Telemarketing, Monitoring of Plantilla, Supervise Staff's weekly

**Customer Service Supervisor - Mercantile Store's Group Inc. -. (April 26, 2007–July 30,2011)**  
SM City Dasmariñas Governor's Drive, Barangay Sampaloc I, Dasmariñas Cavite

- Sales forecasting, monthly sales projection for the whole year, Sales inventory, Stocks inventory, supplies inventory, accounting allocation of budget in supplies, attending quarterly planning for sales growth, proposed Marketing Strategies for bills payment, Telemarketing, Monitoring of Plantilla, Supervise Staff's weekly work schedule. Handling customer complaints and query at all counters. Conducting end of day (EOD) procedure, capturing all file of paid bills for the day.

**Character reference**

---

**Ms. Sheenalyn Villanueva**  
Branch Marketing Manager  
Mercantile Store's Group Inc.  
(046) 973-5600 / (02) 885-7966

**Ms. Rowena Paral**  
Counter Department Manager  
Mercantile Store's Group Inc.  
(046) 973-5600 / (02) 885-7966

**Mr. Jeward Von Jardiniano**  
Store Managing Director  
Mang Inasal SM Dasmariñas  
09336596407

**I hereby certify that the information stated above is true and correct to the best of my knowledge.**

\_\_\_\_\_  
MARY GRACE JARILLA ZAIDE  
Applicant