

Iris Bonador Mendoza



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Present Address:
35-D Villa Villa St., New Lower Bicutan, Taguig 1632, Metro
Manila, Philippines

Permanent Address:
363 Zone 4, Lourdes Young, Nabua 4434, Camarines Sur,
Philippines

Basic Information

Age 35	Birth Date May 07, 1988	Gender Female	Civil Status Married
Height (cm) 150	Weight (kg) 56	Nationality Filipino	Religion Christianity - Catholic

Work Experience

I have been working for 9.77 years

Mar 2016 - PRESENT
(7 Years, 2 Months)

Boutique Manager

Suyen Corporation
Retail / Merchandise
Pasay City

- Oversee daily Operations.
- Sales Oriented
- Coaching of staff to attainment of goals through immediate and weekly coaching.
- Implement strategies on how to drive traffic into store through Visual Merchandising.
- Handling customer complaints.
- Motivating team
- Ensuring that promotions are current and set up to company standards.
- Handling POS transactions.
- Inventory taking/Stocks Management
- Manage all scheduling, payroll and banking routines.

Aug 2013 - Feb 2016
(2 Years, 6 Months)

Branch Secretary
Motortrade Nationwide Corporation
Retail / Merchandise
Cubao Quezon City

Secures Client's Documents
Prepares Client's Contract and make sure to explain before signing
Ensures stock level on Motorcycle spareparts as well as Motorcycle units.
Clearical tasks such as daily Reports, preparing and sending transmittals.
Preparation of Invoice on Motorcycles purchase through SAP and CAS
Prepares Service requests/Billing on Motorcycle Service Repair

Educational Attainment

Jun 2009 - Apr 2013

Camarines Sur Polytechnic Colleges
Bachelor's / College Degree
Bachelor of Science in Food Service Management

Jun 2005 - Apr 2007

Camarines Sur State Agricultural College
College Level (Undergraduate)
Bachelor of Science in Secondary Agricultural Education

Government Documents

Passport

ID Number: P2160195B
Place of Issue: Pasay City
Date of Expiration: May 14, 2029

Skills

MS Office, SAP, CAS, Stock Management, POS Functions, Time Management, Cash Management, People Handling

Languages

Tagalog, English,

Character References

Maria Christina Slaes

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Angelica Bulaon

Assistant Boutique Manager

Suyen Corporation

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