

YOMBRETAH ZAFRA COLCOL
Purok 3 Brgy. Santiago, Iligan City
Lanai Del Norte 9200
Email: yombretah.1028@gmail.com
Mobile: +63 905 605 5054



OBJECTIVE : *Talented and highly motivated person in search of a position as fitted to me. I'd like to use my pleasant personality and excellent skills to help reach sales, distribution, and expense management objectives.*

Work Experience:

ADMIN OFFICER – October 2020 to August 2021

KRONUS CONSTRUCTION SERVICES

Iligan City, Lanai Del Norte

Responsibilities:

An Administrative Officer, or Admin Officer, is **responsible for providing administrative support to an organization**. Their duties include organizing company records, overseeing department budgets and maintaining inventory of office supplies.

Accomplishmentt:

- Answering phone calls.
- Providing preliminary information to customers.
- Maintaining databases and filing systems.
- Coordinating appointments and meetings.
- Managing correspondence.

Skills Used:

- Communication skills. Office administrators will be required to have proven written and oral communication skills. ...
- Filing / paper management. ...
- Bookkeeping. ...
- Typing. ...
- Equipment handling. ...
- Customer service skills. ...
- Research skills. ...
- Self-motivation.

SUPPLY OFFICER - May 2013 to June 2020

TAMPARAN MEDICAL FOUNDATION INC., HOSPITAL

TAMPARAN , LANA DEL SUR

Responsibilities:

A supply officer keeps **track of the finances of the business in relation to incoming and outgoing supplies**. This involves preparation of purchase orders; coordinating the process of purchasing and distribution; and comparing purchase orders with invoices to ensure accuracy.

Accomplishments:

REACH OUT PEOPLE IN A REMOTE AREA OF MINDANAO. HELPED GIVE THEM KNOWLEDGE ABOUT THEIR HEALTH BENEFITS.

Skills Used:

PUBLIC SERVICE

CUSTOMER SERVICE REPRESENTATIVE - January 2009 to February 2010

BAYAN TELECOMMUNICATIONS INC.

Quezon City

Responsibilities

GIVING INFORMATION REGARDING OUR PRODUCT AND SERVICES AND PROMOS.

ATTEND TO CUSTOMERS COMPLAINT AND CREATES REPORT.

Accomplishments

BEING A LOW TEMPER CUSTOMER SERVICE REPRESENTATIVE THAT GIVES CLIENTS MORE SATISFACTION TO OUR SERVICES.

Skills Used: CALL RELATION, UPSELL AND DISTRIBUTION

Education:

Tertiary: JAMIATUL PHILIPPINE AL-ISLAMIA

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Marawi City, Lanao Del Sur
BACHELOR OF ARYSAJOR IN. POLITICAL SCIENCE
1995 to 1999

Secondary: MINDANAO STATE UNIVERSITY – INTEGRATED LABORATORY SCHOOL

MSU – Marawi City
1991 – 1995

Primary: MINDANAO STATE UNIVERSITY – INTEGRATED LABORATORY SCHOOL

MSU – Marawi City
1985 - 1991

Ready to work: I'm available to start immediately

Desired Job Title: any position

Desired Job Types: Full-time

PERSONAL DATA :

Birth date : October 28, 1980
Birthplace : Marawi City
Mothers Name : YOLANDA OROSCO ZAFRA
Fathers Name : PABLITO BALASTA COLCOL
Religion : Roman Catholic
Height : 5'2
Weight : 65kg.
Citizenship : Filipino
Status : Single
Gender : Female

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

YOMBRETAH Z. COLCOL
Applicant