



Julina D. Amodia

RECEPTIONIST/ADMIN ASSISTANT

CONTACT

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36 Al Sabsab Street Al Markhiya
Doha Qatar

EDUCATION

- 2014 -2018 Consolacion Community College Cebu Philippines

Political Science

- 2009 -2014 Consolacion National High School Cebu Philippines

- 2008 -2009 Nangka Elementary School Cebu Philippines

SKILLS

- Communication
- Teamwork
- Problem-Solving
- Time Management
- Attention to detail
- Team Collaboration
- Adaptability

LANGUAGES

- English
- Tagalog
- Bisaya

PROFILE

To obtain a position that will enable me to use my strong organizational skills and educational background. To take a challenging position utilizing the utmost of my abilities, which are developed through my experiences and education, to be an asset of the company.

Enthusiastic, multifaceted professional seeking a position with an organization that will benefit from my initiative and experience while providing career growth, advancement and opportunity.

WORK EXPERIENCE

KIDZY- Doha Qatar

May 12, 2023 to Present

Sales Representative/Admin

- Maintain sales records, invoices, and daily reports
- Monitor stock levels and update inventory records
- Assist with ordering, receiving, and labeling merchandise
- Handle basic office documentation and filing
- Support store operations and follow company policies
- Greet customers and assist parents and children with product selection
- Explain product features, sizes, prices, and safety information
- Promote and sell children's products and suggest add-on items
- Achieve sales targets and provide friendly customer service
- Handle billing, payments, and returns accurately
- Maintain clean, safe, and attractive product displays

RIBOS JAPANESE FOOD-

November 2021- May 2023

Operation Admin/Secretary

- Provide administrative support for daily office operations
- Prepare, organize, and maintain documents and records
- Assist with data entry, reports, and basic correspondence
- Coordinate schedules, meetings, and office supplies
- Support operational tasks and follow up on assigned activities
- Handle phone calls, emails, and internal communication
- Ensure compliance with company policies and procedures
- Assist management and team members as needed

Mang Inasal Food

March 2020- July 2021

Management Trainee

- Learn daily store operations (food preparation, service, and cleaning)
- Assist in supervising crew members during shifts
- Ensure food quality, safety, and hygiene standards are followed
- Handle customer service issues and complaints politely
- Support inventory control and stock ordering
- Assist with cash handling and basic sales reporting
- Follow company policies, procedures, and training programs
- Help maintain a clean, safe, and efficient work environment

Easyline Communication Trading Corp.

October 2018-February 2020

Customer Service Representative

- Greet customers and assist them in selecting mobile phones and accessories
- Explain product features, pricing, and promotions clearly
- Achieve sales targets and upsell related products or services
- Handle billing, payments, and basic cash transactions
- Maintain product displays and ensure stock is well organized
- Monitor inventory levels and report low stock
- Address customer inquiries, issues, and after-sales support
- Keep the shop clean and follow company policies and procedures

Penshop SM City Consolacion

October 2017- September 2018

Sales Representative

- Welcome customers and assist them with product selection and styling advice
- Promote and sell clothing, accessories, and related items
- Meet sales targets and encourage upselling or cross-selling
- Handle billing, returns, and cash or card transactions
- Maintain neat product displays and visual merchandising standards
- Monitor stock levels and report replenishment needs
- Provide excellent customer service and handle complaints professionally
- Keep the store clean and follow store policies and procedures

Watson Cebu Philippines

October 2016 - May 2017

Sales Associate

- Greet customers and assist them in selecting beauty and personal care products
- Explain product benefits, usage, and safety information
- Promote new arrivals, offers, and loyalty programs
- Achieve sales targets and upsell complementary products
- Handle billing, payments, and returns accurately
- Maintain clean, organized shelves and attractive product displays
- Monitor stock levels and report low or expired items
- Provide excellent customer service while following hygiene and store policies

SEMINAR ATTENDED:

- Time Management and Utilization
- Basic Administration, Documentation and
- Record Keeping
- Problem-solving and decision-making skills
- Customer Service Training

REFERENCE

Beverly Lapaz

Phone: +639174085438

Service Center Manager

Narcisa Satandra

Phone: +639322535875

RC Goldline Jmall Store Manager