



CHEEZA AMOR R. DIAZ

Virtual Assistant/Data Entry Specialist/Web Developer

PROFILE

Dynamic and results-driven Procurement Staff with 9 years of experience in managing purchasing and customer service tasks. Skilled in Microsoft Office, Excel, PowerPoint, Google Sheets, Google Docs, and proficient in WordPress Management (Created own website using Wordpress) and Canva. Demonstrated ability to work effectively in a team and leverage digital marketing expertise to drive sales. Adept at multitasking, problem-solving, and exhibiting strong initiative. Philippine Navy reservist. Eager to contribute to an organization's success by utilizing relevant skills, while delivering exceptional customer service and procurement support.

CONTACT

PHONE:
+639327335971

WEBSITE:
<https://cheezaamordiaz.online/>

EMAIL:
cheezaamorromaquindiaz@gmail.com

EDUCATION

BSBA major in Entrepreneurial Marketing
Mindanao State University-Gensan
Jun, 2011 - Apr, 2015

WORK EXPERIENCE

General Santos City Water District Procurement Staff
Dec, 2015-Present

1. Prepares request letter, purchase requisition, purchase order, request for quotation and abstract of bids.
2. Update list of suppliers and its corresponding detailed records.
3. Follow-up undelivered purchases.
4. Processes invoices of materials delivered and other documents needed for payment.
5. Follow-up incoming shipment from suppliers.
6. Prepare daily accomplishment reports and submit to supervisor.
7. Encodes all invoices pertaining to purchase of goods and materials.
8. Perform other related functions as may be required.

Mindanao Shoppers Daily Destination Corp. Customer Service Assistant
May, 2015–Nov, 2015

1. Attends to the needs and requests of customers/shoppers
2. Markets Mall Advantage Cards
3. Manages gift wrapping services section

SKILLS

Procurement Management	Time Management
Customer Service	Team Work
Digital Marketing	HTML/CSS
Microsoft Office	Photoshop
