JANIELO L. TEJOL

Deca Homes 4 Subdivision, Bankal, Lapu-Lapu City, Cebu
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OBJECTIVE

- Hardworking and self-dedicated individual seeking to apply in your esteemed company.

EDUCATIONAL BACKGROUND

SURIGAO DEL SUR STATE UNIVERSITY (SDSSU) Main Campus - Tandag City

- **BACHELOR OF ARTS IN ENGLISH LANGUAGE - April 2019**

WORK EXPERIENCE

DEPARTMENT OF JUSTICE OFFICE OF THE PROVINCIAL PROSECUTOR'S
Feb 2019 – July 2019
PROSECUTOR'S SECRETARY, Tandag City, Surigao del Sur
Responsibilities:

- File Pleadings in court and Opposing Counsels;
- Send Notices thru mail and send notices to Clients;
- Received Pleadings from Counsel;
- Received notices, Decisions and order from court;
- Prepare case folders for hearing;
- Assist the Prosecutor during Hearings.

CONCENTRIX, J Centre Mall, A.S. Fortuna St. Mandaue City, Cebu (October 15, 2019 – January 3, 2020)
Responsibilities:

- Customer Service Representative - Advisor 1, Seasonal Account
- ***VISA MASTERCARD***
  - Checked the balance of their account;
  - Checked their pending deposit or transaction;
  - Activation and reactivation;
  - Review Transaction;
  - Cancelling of Cards;
  - Tag if Lost or Stolen;
  - Walk through to the website on how to create an account;
  - Changed the address, phone number if needed;
  - Replaced the card if it’s lost or stolen and deactivate the old account.

NOELCREATIVEDESIGNS
Responsibilities:

- Web Design (Divi, Elementor)
- Adding Products, Image and Description in WooCommerce

PROFICIENT SUPPLY LLC (September 14, 2020 – September 23, 2022)

- ***Grading Specialist***

Responsibilities:

- Identify the product if it is sold by Amazon;
- Get the sales velocity of the Product;
- Get the Buy Box of the Product;
- Matched and review the items in the sheets;
- Put the item name and case pack of the product;
- Light & Small Check;
- Hazmat Check;
- Do a Keepa Pull by search or by Asin and UPC;
- Variation pack calculation.

WEALTH ASSISTANT (April 4, 2023 – October 7, 2023)

- ***Grading & Profitability Specialist***

Responsibilities:

- Checked the profitability of the product;
- Identify the monthly sales;
- Calculate the profitability percentage and profit margin;
- Get the FBA and Referral fees;
- Get the Buy Box of the product;
- Checked and evaluate the Keepa graph;
- Monitor the percentage if it's sold by Amazon;
- Input the profitable ASIN on the company Sheet;
- Navigate profitable ASIN on the Auto pilot;
- Input the FBA/referral fees, Estimated Monthly Sales, Current Buybox & Cogs;
- Mapping with the correct brand and Supplier;
- Do matching from Amazon listing and Supplier's Pricelist.

MB POLANDIJA (October 11, 2023 – January 16, 2024)

- ***Ordering Specialist***
- Ordered products in Allegro
- Fulfil the order in Pigu
- Monitor and check tracking number in Allegro
- Create order label in pigu
- Checked returns in pigu
- Create return label in allegro

- Request for invoice to seller
- Checked refund

MINCED Sp.z.o.o (January 16, 2024 – October 24, 2025)

- ***Ordering & Return Specialist***
- Ordered products in Allegro, Amazon, Empik
- Fulfil the orders in Pigu
- Fulfil the orders in Kaufland
- Fulfil the orders in Emag
- Fulfil the orders in Bol marketplace
- Fulfil the orders in Mrkl
- Monitor and check tracking number in Allegro
- Create order label in pigu
- Checked returns in pigu
- Create return label in allegro
- Request for invoice to seller
- Checked refund
- Monitor emails

DISTICAL Sp.z.o.o (October 24, 2025 – March 4, 2026)

- ***Ordering & Return Manager***
- Ordered products in Allegro, Amazon, Empik
- Fulfil the orders in Pigu
- Fulfil the orders in Kaufland
- Fulfil the orders in Emag
- Fulfil the orders in Bol marketplace
- Fulfil the orders in Mrkl
- Monitor and check tracking number in Allegro
- Create order label in pigu
- Checked returns in pigu
- Create return label in allegro
- Request for invoice to seller
- Checked refund
- Monitor emails

CHARACTER REFERENCES

Shawn Chapman

Janita Supranavičiūtė

Patrick Casey Powell

Marius Petrosevicius