**Gulfjobseeker.com CV No:** **703488**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

**CONTACT INFORMATION**

**Age :** 32 years old **Place of Birth** : Pagadian City, Philippines

**Gender** : Female

**Height** : 4’11

**Marital Status** : Single **Birth Date** : April 21,1978

L**anguage Spoken** : English ,Tagalog ,Cebuano

**Visa Status** : visit visa

**EDUCATIONAL BACKGROUND**

**Highest Education**

**Level :** Bachelor of Secondary Education

**Institute/ University :** Western Mindanao State University

**:** College Level

2nd Course

Level : Bachelor of Science in Nursing

Institute/University :Medina College

:College level

**Work Experiences**

**Company Name** :Zamboanga del Sur National High School

Philippines

**Position Tittle** :***TEACHER (ADVISER)***

**Date Joined** : June 2004

Date left : May 2010

* *Reporting directly to the School Principal*
* *Prepares daily teachers plan*
* *Organized daily teachings and classes activities*
* *Perform product presentation and demonstration to students and junior teachers*
* *Responsible for weekly and monthly students reviewers and examinations*
* *Attended all seminars and trainings conducted by the Department of Education Culture and Sports*
* *Prepares the computation and calculations to every student grades based on their projects attendance, requirements and examinations result*

**Company Name** :Torrecampo&Biadnes-Associates Law firm

**Position Tittle** :*SECRETARY CUM RECEPTIONIST*

**Date Joined** : August 2000

Date End : July 2002

**Job Function :**

* *handle incoming mail and other material*
* *set up and maintain filing systems*
* *set up work procedures*
* *collate information*
* *maintain databases*
* *communicate verbally and in writing to answer inquiries and provide information*
* *liaison with internal and external contacts*
* *coordinate the flow of information both internally and externally*
* *operate office equipment*
* *manage office space*
* *maintain schedules and calendars*
* *arrange and confirm appointments*
* *organize internal and external events*

**Company Name** : **Gaisano Country Mall**

**Location : Philippines**

**Position Title : *Asst.Sales Associate cum Skincare Consultant***

**Date Joined** : **September 2002**

**Date Left** : **February 2004**

**Job Function:**

* *Tidy up and Merchandise our respective section*
* *Greet the customers with a smile*
* *Ask the customers concern and give them the right advice*
* *Assist the customers to the Till point until they pay*
* *In charge of ordering for Perfumes and Prop-Cosmetics in the back office*
* *Do the weekly GAP report in the store for stocks*
* *In charge of encoding the GRN report or receiving report of the invoice*

*Once the items were received from the supplier.*

* *As a Skincare Consultant make the right diagnose*

*And give the right recommendation to the customers*

* *Make the price tickets of the new stocks and encode it in the system*
* *And if there is any complain from the customer, listen to the complain*
* *And give the customer an assurance to make an action to the said complain.*
* *Don’t make the customer leave the store unhappy*

**Company Name** *Salon d Alfonso Beauty Salon*

**Location :** Philippines

**Position Title** ***:Hair and Make up stylist & Beauty Consultant(Part time)***

**Date Joined** : September 2004

**Date Left** : April 2010

**Job Function**

* *Reporting directly to the general manager*
* *Directed work flow ,provided customer service to walk in clients*
* *phone inquiries.*
* *Perform make –up presentation ,beauty consultation and demonstration*

*To junior hair and make up artist .*

**TOP SKILLS**

Good in oral and written communication

Research skills, typing skills

Skilled in the use of Internet

Time Management Skills

Best Customer Service

Honest and Dedicated in work

Sense of Responsibility and Loyalty