**Gulfjobseeker.com CV No:** **960534**

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

To contact this candidate use this link

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

***CAREER OBJECTIVE***

*Seeking a position of Assistant Teacher in a school where I can make use of my skills and love for little children in order to help them effectively in mental and physical development.*

***SPECIAL SKILLS***

* Comfortable working with children
* Good decision making skills
* Effective listening and verbal communication skills
* Time and stress management skills
* Possess cultural awareness and sensitivity
* Demonstrated strong work ethics

***EMPLOYMENT HISTORY***

**K.M. TRADING SHOPPING CENTER L.L.C.**

**Garments Sales Personnel**

June 2006 - December 25, 2012

* Provide good customer service by greeting each customer, fostering a friendly atmosphere, having proper knowledge of the merchandise and offering assistance to customers.
* Answering incoming calls in a professional and friendly manner and transfer calls to the proper department.
* Stock shelves or display goods in an attractive way.
* Complete price changes or markdown on seasonal or damaged items by changing the signs or tags to reflect the current price.
* Handle complaints and escalate to the manager accordingly.
* Maintain the sales floor and keep areas tidy.

**ACCUDATA INCORPORATION**

**Receptionist**

Philippines

September 2005- February 2006

* Answered, screened and directed inbound phonecalls.
* Received and assisted guests and escorted them to correct destinations, offices, rooms or meeting rooms.
* Took verbal and written messages and made sure they got to the appropriate destination.
* Accepted letters and packages delivered to the front desk and distributed to appropriate staff.
* Handled general requests for information and data.
* Interact well with the public.
* Performed basic customer service practices.
* Maintained a pleasant appearance of the reception space.

. **RIZAL CENTRAL ELEMENTARY SCHOOL**

**Student Teacher**

Philippines

October 2004 - March 2005

* Preparing complete, concise, daily lesson plans.
* Applying teaching techniques based on sound learning principles.
* Submitting and discussing lesson plans with the Cooperating Educator prior to presenting the lesson.
* Developing unit plans, when appropriate, and submitting and discussing them with the Cooperating Educator prior to presenting the unit.
* Complying with all reasonable requests made by the Cooperating Educator.
* Learning about their pupils.
* Making seating charts and learning their pupils’ names.
* Maintaining ethical interpersonal relationships with their pupil.

***ACADEMIC QUALIFICATIONS***

**COLLEGE DEGREE**

Leyte Normal University

BACHELOR SCIENCE OF ELEMENTARY EDUCATION

Year Graduated 2005

***PERSONAL BACKGROUND***

Date of Birth : December 21, 1984

Nationality : Filipino

Status : Single