**Carmela**

[**Carmela.17939@2freemail.com**](mailto:Carmela.17939@2freemail.com)

# Objective

● Seeking a challenging position within oriented organization where i can apply and utilize my education, skills and experience with full capacity and potential.

# Key Qualifications

* Excellent attention to details
* Good Communication skills ( English & Japanese)
* Customer service and team oriented
* Computer skills specially in MS offices, word, excel and power point
* Reliable, punctual organize and have ability to multi task
* Positive outlook , Flexible and open minded

# Work Experience

**Cashier** Jun 2014 - December 2014

Al Rawnaq Trading Center, Doha Qatar

* Processed sales and payments.
* Maintained accurate records of all transactions.
* Packaged merchandise and assisted customers in loading when needed.
* Addressed customer concerns and issued refunds.
* Assisted with inventory management activities.

**Secretary** April 2012 - May 2014

Naghmeh FZE , Ras Al khaima Free Zone

* answering telephone calls
* maintaining diaries
* arranging appointments
* taking messages
* typing and word processing
* filing
* organizing and servicing meetings (producing agendas and taking minutes)
* implementing new procedures
* coordinating mail-shots and similar publicity tasks

**Front Desk Clerk** October 2007 - April 2010

Davao Peterlou Hotel, Davao Philippines

* Greet the guest and patrons as they arrive.
* Responsible for guest registration, guest check in and out, cashiering and foreign exchange.
* Manage accurate accounting of all rooms.
* Balance cash at the end of the shift and generating accounting reports for next shift.
* Responsible for facilitating and providing assistance in case of guest queries and request.

**Sales Associate** February 2004 - October 2006

Mango, Lucky Plaza Mall, Singapore

* Greeted customers entering the store to ascertain what each customer wanted or needed.
* Approaching any customer to be in need of assistance.
* Ensuring the customer get the proper assistant and satisfaction.
* Prepares daily sales report.
* Provide customer service and enjoyable shopping experience.
* Process till transaction quickly and accurately.
* Advice customer on latest trends.

**Data Encoder** December 2002 - January 2004

Davao City Hall, Davao City Philippines

* Entered numerical data into databases in timely and accurate manner.
* Organize form, made photo copies, file records and prepare correspondence and reports.
* Response to all inquiries from the general public in a prompt and professional manner.

# Bachelor Degree

**Bachelor of Science in Accountancy** October 2000

University of Mindanao

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| **Secondary Level**  Davao City High School  **Elementary Level** | 1992 - 1996  1986 - 1992 |

Magallanes Elementary School

# References

Available upon request.