 Mary

[Mary.16573@2freemail.com](mailto:Mary.16573@2freemail.com)

**OBJECTIVE:**

To be company’s pride show to them my honesty, sincerity and patient in my work. To show knowledge and skills in this line of job.

**PERSONAL INFORMATION**

Age : 26 yrs. old

Sex : Female

Birthday : November 28,1988

Civil Status : Single

Religion : Roman Catholic

**EDUCATIONAL BACKGROUND**

**College: Computer Proggramming**

**Secondary: Capiz National High School**

**Primary School: Bayuyan Elementary School**

**WORKING EXPERIENCES**

**COMPANY : SWISS ARABIAN PERFUMES IND LLC**

**ADDRESS : SHARJAH U.A.E**

**POSITION : SALES PROMOTER**

**DUTIES AND RESPONSILITIES:**

* Customer services .
* Inventory the products from day to day.
* Performs any other related jobs as per the instruction of my immediate superior.
* Answers daily queries of concerned customers .
* Change the display and arrange properly the products.
* Creates different design and styles to make the display more attractive and looks nicely.
* achieve the daily and monthly target.

**COMPANY : EVER BILENA COSMETICS**

**ADDRESS : PARANAQUE, METRO MANILA**

**POSITION : BEAUTY CONSULTANT**

**DUTIES AND RESPONSIBILITIES**:

* Create sales of apparel, consumer durables and automobiles in a retail setup.
* Prepare and balance cash register receipts daily; prepare cash for the next business day.
* Learn and maintain sales and promotion practices and polices on exchange, payments and security.
* Answers daily queries of concerned customers .
* Ascertain customers beauty needs and make appropriate suggestions and demonstration.
* Maintain personal beauty and grooming standards and upkeep costumer satisfaction.

**COMPANY : AFICIONADO (GERMANY PERFUMES)**

**ADDRESS : PASAY, METRO MANILA**

**POSITION : SALES PROMOTER**

**DUTIES AND RESPONSIBILITIES:**

* Promote sales and services to costumers.
* Develop and implement sales and service tools.
* Respond to costumer needs and requirements.
* Promote products to sell in a big chain stores.
* Deliver costumer services in a courteous manner.
* Plan and schedule visits to point of sales to promote products and services.
* Communicate costumer orders and requirements to costumer service and care department.

I certify that all above information were all true and correct based on my knowledge and beliefs.

Dear Sir/Madam;

In view of my interest to become part of your company, please consider me as an applicant in your company. I am, Graduate of **COMPUTER PROGRAMMING**, Roxas City, Philippines.

Having been informed that you are in need of qualification applicant. I here with willing to apply for an available position in your company. I trust merits upon your approval and I were given me an opportunity, I can work to your standards.

As have stated, I am full of an enthusiasm, determination and most of all dedicated to the work I am assigned to. I am a hardworking person and work with minimal supervision which I believe is of utmost important in this highly competitive profession.

In advance thank you for your consideration and look forward to meeting in near future.