**CURRICULUM VITAE**

**Gulfjobseeker.com CV No:** **1301076**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

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

**OBJECTIVE :**

* To practice and acquire more skills and knowledge through work experience.
* To work in a new challenging environment that will improve my capabilities by dealing with various people and work.
* To contribute to the success of organization and community they serve.
* Obtain a position that will enable me to use my strong sales skills, marketing background and abilities to work well with people.
* Sales position where I can utilize my retail sales.
* To use my sales and marketing oriented skills in the best possible way for achieving the company’s sales goals.

**SUMMARY OF PROFESSIONAL QUALIFICATIONS :**

* Proficient in Microsoft application
* Excellent in verbal and written communication skills
* Organized, conscientious, hardworking, and honest
* Keen and fast learner
* Pleasant and amiable
* Internet savvy
* Team player may also work alone under minimal supervision
* Experience in areas of sales, customer services, cashier and store maintenance
* Flexible and can work under pressure
* Experience in customer relations

**WORK EXPERIENCE :**

**DHL EXPRESS**

**Bonifacio St. Koronadal City**

**Data Entry Encoder**

**May 2004 – June 2005**

**JOB DESCRIPTION:**

* To ensure that all calls are answered within a set of period of time during working hours.
* To received all process order for ASAP, scheduled next flight out, On Board Courier and DHL network shipment.
* To update customer inventory system as per work instruction and maintained current system.
* Perform pre-alert and pro-active track and trace.

**GAISANO MALL**

**General Santos City**

**Sales Associate**

**August 2005 – Sept. 2006**

**JOB DESCRIPTION:**

* Making sure that the items on display are properly on labeled.
* Provide customer services by engaging customers and performing product demonstration.
* Received new items for tagging and pricing.

**INK REFILLING STATION**

**KCC Marbel, Koronadal City**

**Sales Representative/Cashier**

**Oct. 2006 – July 2008**

**JOB DESCRIPTION:**

* Responsible for checking the condition of the cartridges for refilling.
* Responsible for inventory of items.
* Handles sales and cash in the counter.

**Private Tutor**

**Jumeirah 2, Dubai UAE**

**Sept. 2008 - Oct 2012**

**JOB DESCRIPTION:**

* providing support to children with mathematics, reading and writing on an individual, at home
* giving extra help to children from ethnic minorities or those with special needs
* helping develop programmes of learning activities and to adapt appropriate materials
* motivating and encouraging pupils
* assisting with marking and correcting take home assignments

**Hydro Consul Corporation**

**No.8 St. Guadalupe Village, Lanang District Davao City 8000**

**Office Clerk**

**Jan 2013 – March 2014**

**JOB DESCRIPTION:**

* Attending clients request and inquires.
* Utilizes a computer to maintain a variety of records, enters and updates data including name and address changes, property location and exemption information.
* Organizes and maintains files of records and correspondence of both a routine and confidential nature.
* Makes and confirms appointments as directed and receives and schedules visitors.
* Answers the telephone, takes and relays messages and responds to phone inquiries

**PERSONAL DATA :**

**Date of Birth : October 19, 1982**

**Gender : Female**

**Civil status : Single**

**Height : 5’4**

**Weight : 55kls**

**Nationality : Filipino**

**EDUCATIONAL BACKGROUND :**

**TERTIARY LEVEL : SYSTEM TECHNOLOGY INSTITUTE (STI)**

 **Koronadal City**

**YEAR ATTENDED : June 2002 – April 2004**

**HIGH SCHOOL : IRENEO L.SANTIAGO NATIONAL HIGH SCHOOL**

 **General Santos City**

**YEAR ATTENDED : June 1995 - March 1999**

**BASIC EDUCATION : DADINGAS WEST CENTRAL ELEMENTARY SCH.**

 **General Santos City**

**YEAR ATTENDED : June 1989 – March 1995**