**Gulfjobseeker.com CV No:** **1304028**

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**OBJECTIVE**

To have a place in the institution that fits my qualities, for me to contribute knowledge and skills for a stronger commitment in achieving the institution’s goal.

**PROFILE**

* Exceptionally customer-focused and people-oriented.
* Articulate and very effective working with people of different backgrounds and temperaments.
* An innovator, very open minded and works with a positive approach.
* Self-motivated with high energy, initiative and focus.
* Computer literate; proficient in the use of MS Word, MS Excel, MS Power Point.
* Willing to be trained and to work on all kinds of shifting hours.

**WORK EXPERIENCE**

* **Sales Representative / Sales Assistant and Cashier**

**Ruben & Del Machine Shop and Accessories**

September 2013 – April 2014

**Responsibilities**

* Listening to customer requirements and presenting appropriately to make a sale.
* Acting as a contact between a company and its existing and potential markets.
* Gathering market and customers information.
* Checking the quantities of goods on display and in stocks.
* Gaining a clear understanding of customers’ businesses and requirements.
* Negotiating on price, cost, delivery and specifications with buyers and managers.

* **Sales Assistant / CashierRoyal Appliance Marketing Inc.**

**San Pablo City**

May 2010 - May 2012

**Responsibilities**

* + Assisting customer to their want and needs.
  + Arrange all stock in the store.
  + Do suggestive selling of new items.
  + Do cash handling procedures.
  + Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
  + Negotiating on price, cost, delivery and specifications with buyers and managers.
* **Receptionist cum Secretary at Sanctuario de San Pablo Resort**

San Pablo City Laguna

July 2012 – August 2013

**Responsibilities**

* Receive, direct and relay telephone messages and fax messages.
* Assist in the planning and preparations of meeting and conferences.
* Respond to public inquiries.
* Provide reports as required for housekeepers and management.
* Be involve and contribute at team meetings.
* Maintain the general filing system and file all correspondence.
* **Quality Control**

**Chi Ting Electronics Co. Ltd**

Taoyuan County Taiwan R.O.C

March 29, 2007-March 29, 2010

**Responsibilities**

* Inspectors sample, sort, test, weigh, measure and inspect raw materials, manufactured components or completed products or service delivery processes.
  + Check all the possible defects of the material.
  + Make sure everything is correct and in right quality ask by customers.
  + Placing all items in place.
  + Putting parts of materials in their respective machines and preparing for operations.
  + Do reports of all the items that’s been collected upon the operation.
* **Receptionist cum Cashier**

**Tiaong Dj Resort**

Tiaong, Quezon

July 2005- March 2007

**Responsibilities**

* Receive, direct and relay telephone messages and fax messages..
  + Assist in the planning and preparation of meetings, conferences and conference
* Provide word-processing and secretarial, clerical support
* Provide cash handlings and audit.
* Handling the reception, front desk tasks, perform secretarial tasks related to the administration of the office.
* Typing of all required letters using the available templates, scanning of docs, photo copying, fax, courier services and arranging stationery.
* **Sales Representative at Sm Appliance Center**

San Pablo City Laguna

May 2004- June 2005

**Responsibilities**

* Establishes, develops and maintains business relationships with current customers and prospective customers in the assigned territory/market segment to generate new business for the organization’s products/services.
* Assist customers in product inquiries.
* Understanding customers needs and wants in terms of product description.
* Checcking the quantities of goods on display and in stocks.

**EDUCATION**

**2011**  **Advance Technical Training Center**

San Pablo City, Laguna

**2005**  **VYP Management System Consultants**

San Pablo City, Laguna

Care Giver Course

**1999-2003**  **Laguna College**

**Bachelor of Science in Commerce**

**Major in Management**

San Pablo City, Laguna

**1994-1997**  **Recto Memorial National High School**

Tiaong, Quezon

**PERSONAL**

**Birthday** : August 11,1979

**Sex**  : Female

**Height**  : 5’4”

**Religion** : Catholic

**Civil Status** : Married

**Date of issue** : May 09, 2014

**Language**  : Filipino, English and Basic Mandarin