**Gulfjobseeker.com CV No:** **1304094**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

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

**Objectives**

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally. I am self-motivated and able to work both independently and as collaborative team member.

**SKILLS**

* Sales Management Can occupied of other position if needed
* Sales Marketing Time Managing
* Communication skills Planning
* Computer Literate

**WORK EXPERIENCE**

***August 2013-February 2014* Informatics Institute**

Makati City

**Career Consultant**

* Assist our clients in identifying personal goals
* Saturate new companies in designated area
* Handled all telephone call Retail or Company to take our computer training.
* Assist our clients during training.

***April 2011-June 2013* Tala Resort Hotel and Restaurant**

Rizal, Laguna

**Receptionist/Waitress**

* Inform visiting guests about availability of rooms.
* Greet customers and answer their queries
* Allot rooms and check the identity of the person through valid identity proofs
* Maintain records of guests and visitors coming in and going out of the hotel
* Offer guests something to drink as per the availability of the resources
* Assist customer inquiry who wants to do their wedding or birthday reception in our place
* Set up Balloons Decoration
* Act as a waitress

***February 2010-March 2011* HBC Inc.**

San Pablo City

**Beauty Exclusive Sales Assistant / Cashier**

* friendly service by actively seeking out customers to assess their needs and provide assistance.
* Process the cash payment, check payment, and credit cards transactions. Promoting/Endorsing product
* Part of the job is promoting the promo or products on sale.

***August 2005-December 2010* Zecilia Fashion Boutique**

San Pablo City, Laguna

**Proprietress**

* Manage all transaction and conducting inventory
* Hands on in buying good quality clothes
* Assist the customer and give them item that fit to them
* Handle all customers complaints

***December 2004-June 2005* ANGEL AND SNOWFLAKES KRAFT AND**

**INDUSTRIES**

Marcelo Green Village Paranaque City

**Secretary**

* Keeps records of both office and warehouse expenses
* Generates monthly, daily and piece rate payroll
* Checking all the products before pull-outs
* Deals customer in new product presentation.

***June 2004-December 2004* PILIPINAS MAKRO**

South Super Highway Sucat, Muntinlupa

**CRA / Telemarketer**

* Major duties were assisting bulk buyers in giving them discounts based on store promotions
* Responsible in encoding data for Price surveys. Act As CRA / Telemarketer

***September 2003- February 2004* SM LUCENA**

Lucena City

**Cashier**

* Process the cash payment, check payment, and credit cards transactions. Promoting/Endorsing product
* Part of the job is promoting the promo or products on sale.

**EDUCATIONAL ATTAINMENT**

College : **Laguna College**

San Pablo City

Bachelor of Science in Commerce

1999-2003

High School : **Talangan National High School**

Nagcarlan, Laguna

1995-1999

Elementary : **Talangan Elementary School**

Nagcarlan, Laguna

1989-1995

**SEMINARS ATTENDED**

**September 7, 2013 Image Enhancement Seminar**

**INFORMATICS INSTITUTE**

Makati City

**September 14, 2013 Excellent Customer Service Seminar**

**INFORMATICS INSTITUTE**

Makati City

***March 13, 2012*****Setting-up a Balloons and Party Needs Business  
 BUSINESSCOACH, INC. Quality Business Training** . Club Filipino, Greenhills, San Juan City, Metro Manila

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| **Management Seminar Villa Escudero Plantation**  **and Resort**  San Pablo City, Laguna |
| **On-the-job- training / PCI Leasing and Finance**  Rizal Avenue San Pablo City, Laguna |
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| **PERSONAL DATA**  Age : 32 yrs old Sex : Female  Date of Birth : Jan. 24, 1982 Civil Status : Married  Height : 5’1  Weight : 43 kls. |
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