Xyrus

Xyrus.244929@2freemail.com

**OBJECTIVE** To work in a progressive company, which can effectively utilized my skills and job expertise while providing advancement and job security.

**SKILLS** Interpersonal skills such as working well with others, supportive and cooperates with the team

 Organizational Skills such as multi tasking can handle details and setting goals

**WORK EXPERIENCES**

 **Jad Barghout Bldg. Services (Aug 2013 – Aug 2015) Finished Contract**

 **Dubai Outsource Zone**

 **On Call Housekeeping**

 Performs housekeeping duties and chores on different locations such as Condominiums,

 Apartments, Hotels and Residential areas in different areas in Dubai

 Assure client a satisfactory and high standard of housekeeping services

 Perform effective and efficient housekeeping duties to satisfy client’s needs

 **Hometown Group (April 2014 - Aug 2015) Finished Contract**

 **(Affiliated with Jad Barghout Bldg. Services)**

 **Tourism Company**

 **Dubai UAE**

 Accommodates tourist's warmly and assure highest services rendered on their respective hotel apartments that they're staying in

 Make sure all tourist's needs are properly attended complies with their request in satisfactory manner.

 Attends with all the housekeeping needs of the hotel apartments ensuring that its perfectly suitable for the tourist and guests staying in the apartments

 Check and maintain hotel apartments premises making sure all things are properly working and ready for occupancy.

 Conducts written reports if maintenance is needed on a particular hotel apartment

 **Smartpark Systems Solutions Inc. (Feb 2009 – July 2013)**

 **Malugay St. Makati City**

 **Operations Assistant**

 Ensures smooth flow of parking operations daily

 Monitors tellers and attendants regarding job functionality

 Assures motorist and clients safety of their automobiles

 Provide harmonious and warm reception to our clients

 Provide after shift reports of attendants performance and work level

 **AVID SALES CORPORATION (Mar 2006 - July 2008)**

 **Sales Representative/ Merchandiser**

 **City Philippines**

Merchandising is about planning and developing a strategy to enable a company to sell a range of products that delivers sales and profit targets. A Merchandiser will work closely with a Buyer to ensure the product that's bought will enable them to achieve the sales plan.

It's often explained as getting the right merchandise, in the right place, at the right time, in the right quantities at the right price. Never just say this in response when someone asks you what merchandising is, as this doesn't take into consideration all the planning and strategy that goes on prior to getting the stock into stores.

Customer Service Skills: The customer is always right. You will need to be able speak in a friendly way to customers and potential customers, listening to their needs and helping communicate options for them.

Communication Skills: You will need to speak to customers about a product's different features, and answer any questions they might have.

Flexibility: You might have to work long hours, nights or weekends.

Persistence: Not every customer is going to be a sale. Being able to bounce back if you lose a sale will be key for this job.

 **End Thread Wear and Printing Services (Aug 2004 – Feb 2006)**

 **Laguna**

 **Co-Proprietor/Business Venture**

 Handles Sales and Marketing Promotion

 Distribution and Delivery of Products

 Provide ideas and strategy regarding Business improvements

 **SM Department Store (May 2003 - June 2004) City Metro Manila Treasury Assistant**

 Responsible for assisting the treasury supervisor in the performance of functions relative to internal and external financial transactions. Provides the management necessary data & information regarding the company’s day to day cash position/status by preparing the daily cash position report for decision making purposes.

**On-the-Job Training**

**INDUSTRIAL SETTING**

* **Eagle Speed Cargo Express, (Dec 2002 – March 2003)**

 **Manila**

Monitor's importation documents

 Perform site and warehouse monitoring

 Tally and conduct documentation of items passing through the warehouse

**ELIGIBILITY/TRAINING**

* **Philippine Army Reservist**

**Armed Forces of the Philippines Reserve Command**

Integrated Military Orientation Training Class 08 – 98

Aug 22 98 – March 6 99

* AHSE Certification Holder

(Caregiver Qualified)

### SEMINAR

First Aid Procedures and Handling

UPHGMA – Cavite December 2009

Nursing as a Career

Mall of Asia Pasay City

March 2010

Port Operation, Cargo Handling and Vessel Site Visit

Subic Bay Metropolitan Authority

February 2003

Tour on Federal Express

Warehouse Operations

Subic Bay Metropolitan Authority

February 2003

Professional Customs Brokers Development

Philippine Maritime Institute

August 2001

**EDUCATION**

# University of Perpetual Help GMA Cavite 2010

# University of Perpetual Help Laguna 2004- 2006

Bachelor of Science in Nursing

**Philippine Maritime Institute**

**Bachelor of Science in Custom Administration**

 College Graduate

 1999 – 2003

**Saint Francis School**

San Pedro Laguna

High School Diploma

 1995 - 1999

**PERSONAL DATA**

Civil Status : Married

##### Date of Birth : October 18,1982

##### Place of Birth : Quezon City

 Citizenship : Filipino

 Language / Dialect : English/Tagalog