**OBJECTIVE:**

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

 **WORK EXPERIENCES:**

**RMA Radio Station**

***Data Encoder***

*Dec. 3, 2014 – July 21, 2015*Philippines

* Responsible for assisting the clients entering the store.
* Making sure all the display or all the products we sell is properly displayed.
* Helping to every event they handle/organize.
* Encoding files, inventories and checking

**Catribo Grill Restaurant**

***Waiter***

*March 2, 2014 - Sept.20, 2014*

Philippines

* Ensure that all guests receive exceptional service.
* Responsible for training new waiters and waitresses.
* Lead waitress during shifts.

**Penshoppe Retail - Philippines**

***Sales Person***

Nov.7, 2013 - Feb.9, 2014

 Zamboanga City

* Keep tracks of special orders, damaged products and buy-backs
* Responsible for the general promotion of the products and sold all the products of the store
* Handles customer queries and complaints about the products and resolve them
* Manage store regarding sales, maintenance, cashier and customer service

**EDUCATIONAL QUALIFICATION**:

• **College: Graduate**

 Two-year Computer Programming

 ***AMA Computer College***

 Philippines

 *April 31, 2013*

• **High School: Graduate**

 **Zamboanga National High School West**

 Philippines

 *April 4, 2011*

**PERSONAL PROFILE:**

Age : 22 years old

Date of Birth : December 23, 1993

Language : English, Tagalog and Tausug

Religion : Islam

Civil Status : Single

Visa Status : Visit Visa

Gender : Male

Citizenship : Philippines

**HIGHLIGHTS OF QUALIFICATIONS:**

* Proficient in MS Office Programs (Word, Excel).
* Polite, respectful and courteous manners.
* Willing to be trained and work long hours.



**Gulfjobseeker.com CV No:** **1477464**