## Professional Profile

To work in a reputed and dynamic company with new challenges and career development opportunities, where my experience and professional skills can be utilized effectively for the betterment of the organization and for my personal growth as well.

### SKILLS

* Having good command in English language both oral and written.
* Basic Computer Literate
* A motivated individual that can work under pressure with less supervision.
* Maintains gracious and professional manner when communicating with people, even when difficulties arise.
* Enthusiastic, Cooperative and a Good team player.

### PROFESSIONAL EXPERIENCE

* **School Learning Assistant**

September 2010 – July 2015

Shiefield Private School

**Main Responsibilities:**

* Assisting in the planning and implementation of daily program of a Lead Teacher in schools.
* Assist teachers in conducting their class activities successfully.
* Supervising the classroom in the absence of Lead Teacher.
* Preparing a suitable learning environment for children, supplying them with necessary materials like stationery.
* Attending staff meetings, conferences and the required training programs.
* Participate in programs conducted by such organizations inside the school.
* Helping children in developing good habits including that of personal hygiene (e.g toilet training).
* Reporting to the Lead Teacher in case of observance of problems with children.
* Maintaining a neat and clean classroom.
* **Sales Assistant**

SM Store

Pampanga

June 2007 – July 2009

**Main Responsibilities:**

* Performs selling activities in the store to achieve individual sales target and assure space productivity of assigned outright brand/classification
* Interacts with customers on a daily basis & attends to customer queries/concerns, directs them to nearest counter for payment of merchandise, and provides information on new products, events and promotions.
* Displays merchandise according to visual display standards and ensures availability of assortment in the selling area as needed.
* Checks floor-readiness of merchandise
* Provides feedback to the superior on customer preferences as to merchandise quality, and packaging standards
* Prepares and submits reports as necessary
* Maintains orderliness and cleanliness of work area
* **Sales Representatives cum Cashier**

Charlie’s Burger

Pampanga

June 2005 – July 2007

**Main Responsibilities:**

* Building Relationship to customer.
* listening to customer requirements and presenting appropriately to make a sale;
* Provides a willing, warm and timely response to all clients’ requests.
* Performs clerical functions such as recording, receiving daily sales, preparing daily sales report and checking daily inventory.
* Ensure correct postings of all clients’ charges.
* Present and sell company products and services to current and potential clients.

### EDUCATION ATTAINMENT

* B.S.E Accountancy – University of Assumption 1991 (undergraduate)

### PERSONAL DETAILS

PLACE OF BIRTH : Pampanga, Philippines

DATE OF BIRTH : October 05, 1974

MARITAL STATUS : Single

LANGUAGE SPOKEN : English & Tagalog

VISA STATUS : Tourist Visa



**Gulfjobseeker.com CV No:** **1506078**