**Hazel**



*Tel no: C/o 0505891826*

*Email address:* [hazel.258898@2freemail.com](mailto:hazel.258898@2freemail.com)

**Objectives:**

To enhance my skills and capabilities to give excellent service to my job as well

as rendering customers satisfaction. Seeking position with growth oriented company offering opportunity advancement and professional development.

**Personal Data:**

Age : 32

Birthday : January 5,1984

Citizenship : Filipino

Height : 5’3

Weight : 138 lbs

Religion : Roman Catholic

Status : Single

**Educational Background:**

2000-2003 Bachelor of Arts Ateneo de Davao University

In Mass Communication Jacinto St. Davao City

Philippines

1996-2000 Secondary F. Bangoy Nat’l High School

Km.11 Davao City, Philippines

1990-1996 Elementary Kapitan Tomas Mont. Sr.

Elementary School, Davao City Philippines

**Work Experience:**

Admin Staff/Photographer Dubai, UAE September 2015 – Present

Sales Executive & Genprise Co. W.L.L October 2012- Oct. 2014

Administrator Kingdom of Bahrain

* Approach potential customers w/ the aim of winning new business
* Presenting the product or service in a structured professional way
* Making accurate, rapid cost calculations and providing customer with quotations
* Filing, copying & faxing
* Dealing with incoming/outgoing calls and mails
* Attending team meeting and sharing best practice with colleagues
* Assisting General Managers and supporting the staff team

Supervisor / Photographer Scope Labs & Studio Sept. 2008- Sept 2012

Receptionist Muharraq, Kingdom of Bahrain

- Working with clients to discuss the images they require & how they want to use them

- Seeking out appropriate photographic subject and opportunities

- Carrying out research and preparation for a shoot

- Using an extensive range of equipment, including cameras, lighting, lenses and special software for enhancing photos.

- Communicating with photographic subjects, putting them at ease, directing and encouraging them.

Customer Service Picture City SM City,Davao City Mar-Aug.2008

Representative Philippines

Receptionist/Pirata Bar, Km.10 Davao City Dec 2006 –June 2007

Outlet Waitress Waterfront Insular Hotel

Cashier Chowking SM City, Davao Aug-March

Philippines 2003- 2004

Service Crew Pizza Hut SM City, Davao May – Nov 2001

Philippines