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**OBJECTIVE**

To devote myself to a career that is challenging and fulfilling. To a position that will improve my knowledge, skills and attitude. Seeking a challenging position to utilize my strong analytical and marketing skills to help the company meets its goal.

**EDUCATION**

College **:**  **RIZAL TECHNOLOGICAL UNIVERSITY**

Bachelor of Science in Business Administration

Major in **Marketing**

2006-2010

**ORGANIZATION/ AFFILIATION**

* Junior Marketing Association

Member 2006-2010

* Caruncho Scholarship Grant Program

2006-2010

**AWARDS/RECOGNITION**

* Top 2 Marketing Student Rizal Technological University

 From 2006-2010

* Academic Awardee

 Caruncho Scholarship Grant Program

 From 2006-2010

**ON THE JOB TRAINING**

1. **JobsDB.com**

*Leads Generator*

July 3, 2009 to October 8, 2009

**Duties and Responsibilities:**

* Prospecting and qualifying leads of corporate accounts thru saturations;
* Maintaining and developing relationships with existing clients thru appointments, meetings, telephone calls and e-mails;
* Acting as a contact between a company and its existing and potential markets;
* Gathering market and customer information;
* Gaining a clear understanding of customers' businesses and requirements;
* Using the advantage of computer like Microsoft Office, MS Excel, etc. in presenting and analyzing potential and existing clients.
1. **Association of Marketing Educators of the Philippines Inc. (AME)**

Suite 1006-A West Tower, Philippine Stock Exchange Center

Exchange Road, Ortigas Center, Pasig City

*Assistant to the Administrative Officer*

 November 23, 2009 to March 5, 2010

**Duties and Responsibilities:**

* Answer telephones, direct calls and take messages.
* Compile, copy, sort, and file records of office activities, business transactions, and other activities.
* Complete and mail bills, contracts, policies, invoices, or checks.
* Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
* Review files, records, and other documents to obtain information to respond to requests.

**PERSONAL INFORMATION**

Age / Sex **:** 28 / Female

Civil Status **:**  Single

Date of Birth **:**  March 9, 1987

Height **:**  5’

Weight **:** 87 lbs

**KNOWLEDGE AND SKILLS**

* Computer literate; Microsoft Office applications and the Internet.
* Depth ability to operate office equipment. With know-how in using manual and electronic typewriter, scanner, printer, facsimile and digital copier machine.
* With enough knowledge in sales and marketing.
* Highly creative, analytical and motivated.
* Able to work independently and within a team.
* Good communication and writing skills.
* Strong ability to recognize differences among data, objects, facts, and material.
* Excellent ability to greet visitors, to handle phone calls and to give information to customers and visitors.
* Able to follow written and oral instructions.

**WORK EXPERIENCE**

1. **Credit and Collections Staff**

***AVESCO MARKETING CORPORATION***

May 19, 2010-March 15, 2011

**Duties and Responsibilities:**

* Assigned for daily processing of creditor’s invoices and delivery receipts (DR).
* To ensure that creditor’s payments are in accordance with the company payment terms.
* Received checks coming from collectors, then pull out invoices.
* Entering of branches paid lay-by through *Exact Software System*.
* Updating of daily statement of accounts requested by the creditor.
* Monitoring of pending COD invoices.
* Checking of cancelled invoices through *Magic Software System*.
* Processing of payments and completion of account reconciliations for COD customers.
* Provides credit memos and return slips invoice reports.
* Assigning of order receipts (OR) and purchase receipts (PR) in accordance to creditor’s terms of payment.
* Responsible in giving credit application forms to prospective customer/creditor.
1. **Service Crew**

***MC DONALDS, Dubai Marina Store Branch***

December 30, 2011- March 1, 2013

**Duties and Responsibilities:**

* Interacting with customers, maintaining store cleanliness, taking customer orders, and completing transactions on the cash register.
* Providing our customers with a quick and accurate service and show sensitivity to their individual needs.
* Maintaining the cleanliness of the restaurant facilities and taking inventory of products all at once.
* Backing up other crew members in their jobs, assist in any area to ensure that the food is being prepared, packaged and delivered to customer in a timely manner.
* Checking equipment to ensure that it is in proper working order, letting the management team know if there might be a problem.
* Checking stock of products and insuring proper stock levels and rotation.
1. **Store In Charge**

***GLORIA JEAN’S COFFEES***

February 1, 2014- January 30, 2016

**Duties and Responsibilities:**

* Makes, prepares, and serves smoothies according to café’s recipes, unless intervention with personal creativity is required
* Makes, prepares, and serves sandwiches and salads according to café recipes
* Makes, prepares, and serves espresso drinks according to cafe guidelines
* Responsible for keeping café area clean, neat, and orderly
* Responsible for following Health Department standards and requirements
* Responsible for keeping all items stocked
* Serves as a customer service contact for members at the café, including: answering questions, welcoming, and other member communications
* Attends staff meetings
* Follows daily and weekly duties
* Maintains a thorough knowledge base regarding espresso, coffee, Apex products, bakery items, and smoothies, and is able to communicate such information to customers in order to better inform them of their dietary choices
* Responsible for operation and maintenance of the cash register, and handling of café income
* Responsible for daily, monthly and weekly inventories ensuring that all items and stocks must be tallied considering without any variances.