

Whats app Mobile:+971504753686

 Gulfjobseeker.com CV No:1566528

E-mail: gulfjobseeker@gmail.com

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**CAREER OBJECTIVES**: I would like to be a part of an organization where I could use and enhance my knowledge and talent for the development of both the organization and myself.

**PERSONAL DATA**

Age : 29 years old

Birth Date : September 10, 1986

Gender : Female

Height : 5”2’

Civil Status : Single

Language Spoken: Cebuano-Visayan, Tagalog, English

**SKILLS AND CAPABILITIES**

* Driving and confident outlook.
* Able to work under pressure.
* Good listener and a fast learner.
* Able to work individually or in a team.
* Attention to detail.
* Adaptable to new situations.
* Willing to undergo training and willing to render overtime if needed.
* Computer efficient.
* Flexible; able and willing to learn new things.
* Enthusiastic, quick to learn with good interpersonal and organizational skills. Have a high sense of responsibility and I believe in “It pays to work hard”.

**EMPLOYMENT HISTORY**

**January 2013- June 2014 (1 year & 5 months) JAG JEANS (Sales)**

**DUTIES AND RESPONSIBILITIES (SALES STAFF)**

* Welcome costumers into the store, offer them advice on the available products
* Demonstrate appropriate products to meet their needs and wants
* Arranged and display merchandise to promote sales.
* Replenishing stocks as often as required
* Check stock levels daily and give orders to the deputy Floor Manager in order to maintain stock levels.
* Maintain personal grooming as per standards to represent a positive image
* Communicate to costumers the information on special offers/ sales promotion
* Maintain record related to sales
* Have a passion for providing quality customer service and good skill and desire to excel the highest target of sale.

**October 2010 – November 2012 (2 years) ARCIETE TRADING**

**Machine Operator**

**Responsibilities:**

* Maintain and clean machines before and after each shift.
* Perform testing procedures to ensure that machines work optimally during the production procedures.
* Set up machines at the beginning of shift to ensure proper working order.
* Perform safety checks on every machine.
* Ensure stocks of needed materials are ready and available at all times.

**May 4 - October 15, 2010 (5 months) METRO WEAR, INCORPORATE**

**Responsibilities:**

* Take care of loading and unloading materials from the stock area.
* Check that proper quantity is being given and received by comparing the quantity with that on the checklist.
* Handle the necessary documentation while receiving or sending materials.
* Ensure that proper quantities are kept for each type of stock item.

**June 2003 – June 2004 (1 year)** **SHELL GASOLINE STATION**

**Service Supervisor and Freelancer**

* Run fuel pumps and fill fuel tanks of vehicles with gasoline or diesel fuel to particular levels
* Charge purchases through cash, debit or credit cards and give customers with receipts
* Sell ready food, groceries, and vehicle related items
* Carry out minor repairs and maintenance of vehicles
* Wash windshields and check fluid levels and air pressure
* Prepare day by day reports of fuel, oil, and other sales
* Order stock, and price and shelve incoming goods
* Sanitize parking areas, offices, restrooms, and tools, and remove garbage
* Maintain customer records and follow up occasionally

**EDUCATIONAL BACKGROUND**

TERTIARY:

 **University of Cebu – Maritime Education and Training Center (2004 – 2005)**

Seafarer Catering and Catering Stewarding

SECONDARY:

 **Salazar Colleges of Science and Institute of Technology (2001 – 2006)**

PRIMARY:

 **Mambaling Elementary School (1995 – 2001)**

**VOCATIONAL COURSE**

Evening Opportunity Class; BAKING

Abellana National School

**TRAININGS & CERTIFICATIONS**

* BARTENDING COURSE (TESDA) – (November 29, 2004)
* FOOD SAFETY SANITATION (LECTURE FORUM) – (January 10, 2005)
* WINE & SPIRIT CONCOCTION ACTIVITY – (January 25, 2005)
* HOUSEKEEPING & FRONT OFFICE PROCEDURES – (March 5, 2005)
* DISCOVERY COOKING – (March 2005)
* SAFETY OF LIFE AT SEA (SOLAS) – (October 2, 2004)
* CROWD AND CRISIS MANAGEMENT – (May 11, 2005)
* BAKING – (June 13 – October 16, 2014)
* BREAD AND PASTRY PRODUCTION NC II –(OCTOBER 27, 2014 VALID UNTIL OCTOBER 27, 2019)

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