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**CAREER OBJECTIVE:**

Seeking long term employment in an organization where I can grow professionally and further enhance my skills, knowledge and experience to face and overcome the challenges of today’s changing work environment.

**INTEREST /SKILLS:**

* Computer Literate (MS Word, Excel, PowerPoint)
* Time Management Skills, Hardworking, Fast and Effective Listener
* Can communicate different people both written and verbal.

**WORK EXPERIENCE:**

**Company: Mitsukoshi Motors Philippines, Inc.**

 SYM Motor-kee Trading

**Designation:** Marketing Assistant

**Period:** Sept. 01, 2014 – Feb. 05, 2016

 **Duties & Responsibilities:**

* + Assists in the improvement of sales of the branch to make quota consistently and contributes in achieving branch target.
	+ Maintains an orderly system in handling inventories under his accountability.
	+ Assists the branch managers and credit supervisor/branch manager in solving or finding solution to problem accounts of the branch.
	+ Accounts and secures all accountable forms under his/her responsibilities, e.g. insurance documents and receiving report.
	+ Maintains and safeguards Customer’s files.
	+ Ensures that the good customer service are being practiced.
	+ Initiates new ideas in connection with branch sales, capable of finding new methods or techniques on sales in order to attain branch quota consistently.
	+ Performs other related task and function that may be assigned by the branch manager from time to time.

**Company:** Unified Products & Services, Inc.

 **Designation:** Admin Staff/Outlet In-Charge

 **Period:**  May 10, 2013 – July 31, 2014

 **Duties & Responsibilities:**

* Entertain customers transactions (Electronic Cash Replenishment, Loading, Bills Payment, Remittance & Ticketing)
* Undertakes accounting, encoding, filling and recording jobs
* Make inventory of incoming and outgoing products
* Make Daily Sales Report and Monthly Reports
* Assist Customers technical concerns
* Cashiering.

**EDUCATIONAL ATTAINMENT:**

**TERTIARY**

School St. Mary’s College of Tagum, Inc.

Course Bachelor of Science in Computer

 Science

Year Graduated 2013

**PERSONAL DATA:**

Age 23 years old

Gender Female

Birth date January 23, 1993

Civil Status Single

Height 5’2’’

Weight 45 kg.

Occupation Teacher

**AWARDS & CERTIFICATES:**

 **NC II PASSER** *(Computer Hardware Servicing and Networking)*

**CERTIFICATE OF COMPLETION** *(Information Technology Exposure and Seminar- Cebu City Philippines)*