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OBJECTIVE:

**Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally.**

EDUCATIONAL BACKGROUND:

**Bachelor of Secondary Education Major in Home Management Technology**

**Pangsinan State University S.Y. 2003-2008**

SEMINARS AND TRAININGS:

**Basic Food Safety and Hygiene Training**

Sharjah U.A.E. - **October 2010**

**Practice Teaching**

Dona Irene Rayos Ombac National High School **June – 0ctober 2007**

CIVIL SERVICE ELIGIBILITY**:**

**Professional Teacher: Professional Board Examination for Teachers**

**September 28, 2008: Baguio City, Philippines**

EMPLOYMENT HISTORY:

Sales Representative

**December 31, 2013 – December 31, 2015**

**New City Wall Group Company (BlendzNShakes Cafe)**

**Saheel 2, Al Nahda Dubai- U.A.E**

**Job Description:**

* Maintains accurate records of all sales and prospecting activities including sales calls, presentations, closed sales, and follow-up.
* Promotes, sells and secures orders from existing and prospective customers through a relationship based-approach.
* Demonstrate products and services to existing and potential customers and assist them in selecting those best suited to their needs.
* Preparing daily and monthly report.
* Operate cash machine (Micros and POS).
* F & B Sales Representative.
* Operate coffee machine.

**Store In Charged**

**August 26, 2010- October 15, 2013**

**London Dairy Café (IFFCO Group Company)**

**Sharjah U.A.E.**

**Job Description:**

* Ensures that all reports should tally with the system reports and that invoices are submitted to accounts department.
* Prepare daily banking and weekly petty cash.
* Records and checks daily expired products.
* Provide excellent customer service as per company policy and procedures.
* Prepare daily and monthly report.
* Operate cash machine (MICROS and POS).
* Operate coffee machine.
* Prepare daily and weekly ordering for store stocks.
* Conducts weekly and monthly inventory.
* Records and double checks daily expired products and records directly to the micros to avoid stocks variances.

**Checker**

**December 2009- June 2010**

**Sawasdee Marketing Company**

**Makati City, Philippines**

**Job Description:**

* Verifies quantities, quality, value, and type of articles purchases, sold against records and reports
* Responsible for the incoming and outgoing products.
* Acts as quality controller.
* Monitoring daily and monthly report.
* Coordinates activities of workers engaged in loading, operating and unloading equipment used in production.
* Reviews daily invoicing for errors and discrepancies.

SPECIAL SKILLS

* Proficient in Microsoft Office (MS Word and Excel).
* Knowledgeable in basic software application, internet surfing research and email.
* Operates electric typewriter and Photocopy Machine.
* Micros and POS System.

PERSONAL DATA

**Date of Birth:** February 28, 1985

**:** English (Read and write)

**Civil Status:** Single