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**Objective:**

                  To continually seek for intellectual skills sustenance in order to keep up with these days competent society and to become an asset of your teamwork as an effective and supportive in achieving the goals and mission of the company.

**Career History:**

* January 2015 - January 2016

 **Southway Square Mall**

 **Sales Representative/ Store-in-charge**

Zamboanga City Philippines

Duties and Responsibilities:

  Ensure that each customer  recieves  outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service.

  Maintain an awareness of all promotions and advertisements.

  Assist in floor moves, merchandising, display maintenance, and housekeeping

  Assist in processing and replenishing merchandise and monitoring floor stocks.

   Aid customers in locating merchandise.

* December 2014 – December 2015

 **Secretary cum Receptionist**

 Zamboanga City Philippines

  As the center of all information as receptionist,manages and handles all incoming & outgoing calls,faxes & email related to the business of the company.

  Setup and maintain office files and keep correspondence and reports available for reference to ensure efficiency of operation in the office.

  Performs the responsibility in arranging the schedules and appointments of my superior.

  Arrange office equipments maintenance services and orders / inventory office supplies.

  Updating results on computer files.

* February 2011- October 2014

 **Service Crew/Cashier**

  Ensure that each customer  recieves  outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service.

  Maintain an awareness of all promotions and advertisements.

  Assist in floor moves, merchandising, display maintenance, and housekeeping

  Assist in processing and replenishing merchandise and monitoring floor stocks.

   Aid customers in locating merchandise.

  Communicate customers request to management.

  Assist in completing changes within the department.

  Participate in year-end inventory and cycle counts.

  Assist in ringing up sales at registers and /or bagging merchandise.

  Any other tasks as assigned from time to time by any manager.

Skills And Ability:

                   Can interact with people regardless of organizational level Ability to organized tasks based on its priority Hardworking and can work effectively with minimum supervision Good Time and Work Management skills Computer Literate Cope well Under Pressure Trustworthy, Demonstrate Loyalty and Leadership to others Excellent Work Ethic.

EDUCATIONAL ATTAINMENT:

**COLLEGE**

* 2009-2010           Western Mindanao State University

 Normal Road Baliwasan, Z. C.

Personal  Information

Gender                    :   Female

Age                          :   28 years old

Date of Birth            :   July 6, 1987

Civil Status               :  Single