**MARICHU**

Email: [marichu.266481@2freemail.com](mailto:marichu.266481@2freemail.com)

Visa status : Visit Visa

**Objectives:**

Pursue an opportunity which will allow me to grow professionally on my chosen career while developing my skill that will help the company’s mission and goal.

**Working Experience**

**Promoter Specialist**

**PAL Foodstuff and Beverages Trading L.L.C.**

The Citadel Tower Al Abaraj Street, Business bay Dubai, United Arab Emirates

1st June 2016 – 31st March 2018

**Job Description-The primary responsibility of the promoter is to encourage the costumer to buy and patronize the product of the company.**

**Duties and Responsibilities**

* Provides the “must know” and“should know” the factabout the products and services to the costumer.
* Distribute the products samples, brochures and flyers for more information.
* The promoter must expand the visibility of the products in the market.
* The promoter also develops his/her ability and strategies in promoting the products.
* Dealing with the customer’sinquiries and question about the product and service rendered.
* The promoter is also responsible for making profit for the company.

**Customer Service Specialist**

**X Dubai \_X Line**

The Dubai Mall.United Arab Emirates

February 2016 –May 2016

**Job Description – The primary responsibility is to promote and bookthe ticket to the costumer precisely and accurately.**

**Duties and Responsibilities**

* Introduce the description of the product to the costumer.
* Deliversthe rules and restriction of the ride.
* Responds the customer’s inquiries with accurate and updated information.
* Provides excellent customer service.
* Maintain a current working knowledge of all events, services, and procedures by reviewing event information sheets and posted or verbal communication.
* Strong customer service skills with the ability to resolve customer conflicts that they arise

ADMINISTRATIVE DEPARTMENT

**Department of Otolaryngology Head & Neck Surgery**

Manila Central University Filemon D. Tanchoco Medical Foundation

EDSA Caloocan City, Philippines

May 2010 – December 2015

**Department of Family and Community Medicine**

Manila Central University Filemon D. Tanchoco Medical Foundation

EDSA Caloocan City, Philippines

April 2006 – April 2010

**Job Summary –** The Department Secretary / Clerk Typist is primarily responsible in providing clerical support to superiors.

**Duties and Responsibilities:**

* + Assist the superior to gather data for preparing the reports assigned by the executive offices.
  + Prepares communications, memoranda and annual reports for corresponding deadlines.
  + Makes minutes of the meetings.
  + Assist the resident physician trainees on their needs for their promotions.
  + Assist faculty on their lectures in the classroom.
  + Attends the inquiries of the medical students with the superior.
  + Ensures all communications received by the superior on time.
  + Organize the superior’s activities.
  + Organize the department’s weekly activities.
  + Updates and reminds the superiors for their scheduled activities.
  + Receives sorts and classifies all incoming and outgoing documents and properly routes and distributes the outgoing communications.
  + Accomplishes requisitions for office supplies and materials needed for approval of the superior.
  + To organize postgraduate course, workshop and seminar of the department.
  + Answer phone calls, responds to the basic inquiries or refers such as parties concern.
  + Keeps maintain updated files and reports, correspondence, and memoranda using standard filing system.
  + Keeps all confidential documents of the department (questionnaires, examination results, and evaluation results.

**Skills**

* Proficient in Microsoft word, Excel and Powerpoint
* Written and Oral Communication in English, Analytical Skills, Problem-Solving Skills.
* Able to work minimum supervision
* Hardworking, Trustworthy and Flexible

**Educational Attainment**

**Tertiary: Lyceum of the Philippines University**

Bachelor of Science in Business Administration

Major in Computer Data Management and Processing

June 1997- March 2002

Intramuros Manila, Philippines

**Seminar Attended**

* ***Customer Satisfaction to Customer Loyalty***

October 21, 2015, Physio 203, MCU-FDTMF

EDSA, Caloocan City, Philippines

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February 24, 2012, Ralph Hunter Hall, MCU-FDTMF

EDSA, Caloocan City, Philippines

* **Values Re-Orientation For Service Excellence**

February 21, 2011, Ralph Hunter Hall, MCU-FDTMF

EDSA, Caloocan City, Philippines

* **Echo-Training on Essentials of Service Excellence**

August 11, 2010, Ralph Hunter Hall, MCU-FDTMF

EDSA, Caloocan City, Philippines

I hereby that the above context and information is true and correct to the best of my knowledge and belief.

**MARICHU**