**CURRICULUM VITAE**

**First Name of Application CV No 1681578**

Whatsapp Mobile: +971504753686



To get contact details of this candidate Purchase our CV Database Access on this link.

<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>

**CAREER OBJECTIVE**

To secure a job in a progressive company where my skills and experience can be used to its full potential and will allow me to grow personally and professionally. I am self-motivated and able to work both independently and as collaborative team member.

**PERSONAL INFORMATION**

Nationality : Filipino

Visa Status : Visit Visa

Birthdate : September 5, 1993

Civil Status : Single

Height : 5’3”

Weight : 46 Kg.

Educational Background : Information Technology, AMA Batangas - 2012

**WORK EXPERIENCE**

Position held : School Secretary

Period : June 2015 – November 2015

*Duties & Responsibilities*

* Meet and interact with public and employees in routine situations which require tact, discretion and courtesy.
* Provide a variety of clerical duties involving all but the most complex matters.
* Give information and interpretations of policies or procedures related to departmental or school activities.
* Establish, maintain and monitor accurate, neat and efficient electronic and manual filing systems.
* Sort and classify incoming mail and other information for efficient disbursement to appropriate recipients.

Address : Caedo, Batangas, Philippines

Position held : Promo Girl

Period : October 2014 – December 2014

*Duties & Responsibilities*

* Product Sampling
* Learning about the product
* Information mining
* Maintaining a good looking and personality
* Product attention

Address : Tagaytay City, Philippines

Position held : Sales Associate and Cashier

Period : October 2013 – April 2014

*Duties & Responsibilities*

* Entertain and assist customers to their satisfaction.
* Assist customers regarding their needs and problem to the items bought.
* Provide accurate information of the product.
* Daily inventory of stocks.
* Giving compliments of the customers.
* Adhere to the store policies of delivering great customer care and satisfaction.

Address : Bauan, Batangas, Philippines

Position held : Sales Associate and Cashier

Period : February 2013 – August 2013

*Duties & Responsibilities*

* Entertain and assist customers to their satisfaction.
* Assist customers regarding their needs and problem to the items bought.
* Provide accurate information of the product.
* Daily inventory of stocks.
* Giving compliments of the customers.
* Adhere to the store policies of delivering great customer care and satisfaction.

Address : Lipa, Batangas, Philippines

Position held : Production Operator

Period : May 2012 – October 2012

*Duties & Responsibilities*

* Setup the production equipment and supplies before executing the job orders.
* Operate equipment safely and effectively for production processing.
* Ensure that equipment are maintained in good and safe working condition.
* Inspect equipment to identify any replacements, malfunctions and repairs.
* Perform regular equipment maintenance to ensure production capacity and quality.
* Provide assistance to junior operators in their assigned responsibilities.

SKILLS

* Knowledge in MS Office Package : MS Word, MS Excel, MS Powerpoint
* Attentive to detail
* Able to work under pressure and multitask
* Effective verbal and listening communication skills
* Analytical and problem solving skills
* Team Building skills
* Honest and trustworthy
* Respectful
* Flexible

INTERESTS

* Reading books, singing, dancing, cooking, Internet Surfing

Applicant