**First Name of Application CV No 1687566**

Whatsapp Mobile: +971504753686



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**Objective**

* To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements

**Key Skills/Competencies**

* Exceptionally fast learner – eager to learn and develop new knowledge and experience
* Excellent verbal and written communication skills
* Competent, responsible and honest
* Dedicated in providing excellent quality care
* Easily builds good and open communication/rapport with both clients and colleagues
* With strong work ethics and hard working
* Effective multi-tasking, delegating and organizing skills
* Passionate, motivated and goal-oriented
* Very accurate, flexible and adaptable to situations and environment

**Working Experience**

* **CASHIER**

 **THE LANDMARK DEPARTMENT STORE -** Makati Ave., Makati City, Philippines May 06 , 2015 – February 05, 2016

* **SALES LADY**

 **NATIONAL BOOKSTORE**  - BGC, Taguig City, Philippines

 November 29, 2014 – April 29, 2015

* **CHECKER**

 **SHOE MART MEGAMALL -** EDSA, Mandaluyong City, Philippines

July 12, 2014 – October 15, 2014

* **RECEPTIONIST**

 **OUR LADY OF LORDES HOSPITAL** -STA.Mesa, Manila, Philippines

 December 2, 2013 – June 3, 2014

* **CASHIER**

**KFC** -BRGY.Comembo Makati City, Philippines June 12, 2013 – November 11, 2013

**Educational Background**

**COMPUTER SECRETARY**

**AND OFFICE MANAGEMENT**  - ST. Chamuel Institute of Technology San Nicolas Pasig City, Philippines

March 12, 2011 – May 08, 2013

**HOTEL AND RESTAURANT SERVICES** - Pateros Manpower Training Center

 Taguig City, Philippines

 January 11, 2010 – October 22, 2010

**Skills**

**COMPUTER SOFTWARE**

 **Microsoft Office**

 **-** Can work Microsoft Office- excel, word

 And power point

**Personal Details**

 Sex : Female

 Date of Birth : July 08 1992

 Age : 24

 Civil Status : Single

Height : 5’3 / 160cm

Weight : 60 kg