**CURRICULUM VITAE**

**OBJECTIVE:**

Seeking an open environment that requires my professional competence which might give me the chance to become more knowledgeable, confident and at the same time bringing me to the wider rooms of service and commitment.

**EDUCATIONAL BACKGROUND**

**University of Perpetual Help System, Las Pinas, Philippines**

 B.S. Commerce, Major in Computer Management. Batch: S.Y 1998

* 3 years B.S. Commerce (under graduate) studying Accounting, Business Economic and Economic Technology, Financial, Information System, Marketing, Management, Taxation.

**QUALIFICATIONS:**

* Work well under pressure as part of a team.
* Polite, respectful and courteous manner.
* Hard worker, quick learner, and ability to assume responsibility
* Excellent verbal and written communication skills
* Proficient in using various computer and operating system.
* Self motivated and goal oriented

**SKILLS:**

* Professional in handling and operating Cash register, gym equipment.
* Problem solving
* Teamwork, initiative and flexibility
* Outlook and MS Office
* Excellent client and customer relationship skills

 **RELEVANT WORK EXPERIENCE:**

**Private School SHARJAH, UAE Security Guard**

**August 2013 – up to present**

* Patrol areas and check doors, gates and windows for signs of unauthorized entry.
* Watch for irregularities and report incidents or problems to the appropriate authority.
* Record times of inspections and presence of authorized person.
* Respond alarms and check alarm systems.
* Observe and report suspects to police, or apprehend offenders when appropriate and detain them until police arrive.
* Monitor computer alarm systems, closed circuit television (CCTV)systems and communicate by radio with mobile units to attend alarms.
* Issue security passes give direction and make security arrangement for authorized visitors.
* Detect and report fraud or other unlawful acts by employees or patrons of business establishment
* Provide assistance to the public and clients.

**Gym, Philippines Gym Instructor**

**2008 – 2012**

* Develope and implemented personal training program
* Analyzed instructed good body mechanics
* Instructed proper breathing techniques used thoughout physical exertion.
* Motivated instructedvariety of exercise activities ex. Warm ups, cool downs, stretching, strenght training and cardiovascular exercise.
* Evaluate abilities of individuals by measuring weighing and carried out fitness tests to check heart rate, blood pressure and capacity.

**Mart, Manila Phils Salesman/Merchandise**

 **2005 - 2007**

* Welcoming clients, customer and greet then with smile and friendly gasture
* Introduce the latest products, model and the new outfit that will be lauch to the market.
* Manage the customer complaints to ensure customer desires and satisfaction.
* Update the sales, inventory, ordering the items, products and warehouse
* Assist with new staff training by positively reinforcing performance
* Filing delivery inquires, purchase receipts check the availability using the code price.
* Ensure cash handling and loss prevention policies and procedure company as follow at all time.

**Philippines Salesman / Cashier**

**2000 - 2004**

* Assist customer with a friendly attitude,
* The customer’s needs the wholesale & Retail product required informative;
* Customers expectation and concerned;
* New products to the customers & convince them to Buy the product.
* Properly monitored the money & controlled stocks supplies

**PERSONAL INFORMATION**

* Place of Birth **: Mandaluyong City, Philippines**
* Nationality **: Filipino**
* Height and Weight **: 6’2 and 240lbs.**
* Religion  **: Roman Catholic**
* Language Spoken **: English**

**First Name of Application CV No:** **1700766**

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