# CURRICULUM VITAE

OBJECTIVE:

*To get a suitable position wherein my knowledge, skills, optimistic attitude and effective dealing activities give way for the benefit of the organization on a global level.*

WORK EXPERIENCES:

**LLC, Dubai UAE** March 2015 – April 2016

Front Office Assistant

* Maintains corporate standards and ensures that they are adhered to at all times.
* Understands standards required within the front office section and keeping work-stations tidy at all times.
* To deal with internal and external customers in a professional manner that represents CEMEX standards.
* To attend to telephone calls with promptness and proper telephone manners ensuring that all calls are answered promptly, efficiently and courteously.
* Handles all messages and delivers it promptly to concerned employee either through emails, faxes or phone messages.
* Keeping track of in and out documents*.*
* Conference room booking. Ensuring that employees are informed properly with the changes of schedule. Making sure that the conference room is ready before every meeting.
* Handles purchases of Pantry items and supplies and ensures availability of stocks at all times.
* Inventory of first aid kit supplies. Making sure that medicines etc. are requested from QHSE.
* Keeps the reception notice board updated.
* Sends/sorts all couriers/mails.
* Scans documents
* End user SAP Procurement Module. Processing of HR related purchase Orders and Purchase Requisitions.
* Encoding of Near Miss Hazard Alert cards (NMHA) reported by employees.

***Continuous Improvement:***

* Follows all health and safety environment rules while on the job. Reports minor accidents promptly and correct minor safety hazards.
* Communicates with management regarding any hazards identified in the workplace.
* Performs other function as may be instructed by the management from time to time.

***Occupational Health Responsibilities:***

* Responsible to comply with the Health & Safety regulations and applicable standards at our plants, sites and offices.
* Reports all ill health problems to the immediate supervisor.
* Reports all unhealthy conditions which may present at our plants, sites and offices.
* Always maintain good housekeeping at workplace.

**Parochial Kindergarten School** June 2012 - March 2013

Teacher Assistant

* Thorough understanding of maintaining classroom supplies and facilities.
* Demonstrated ability of playing games, talking and listening to children.
* Supervised student arrival and departure as per school policy.
* Assisted the classroom teacher in managing classroom activities.
* Provided assistance to weak students during lessons and activities.
* Monitors student behavior during class and exams.
* Assisted the students during break time and personal hygiene needs.
* Able to dance, sing and participate in physical activities of the students.

**Self employed tutor** June 2012 – October 2014

Home based tutor *(part time)*

* Assisted them with daily lessons, seatwork and activities.
* Developed a strong teacher student relationship.
* Able to interact with the best effort and ability to ensure good knowledge and education.
* Disciplined and developed a well trained and mannered individual.
* Assisted during exams and able to catch up lessons that find them difficult during classes.
* Make them feel that we are not just like a teacher to them but also a mother whom cared and loved them.

**Cosmetics, Inc.** July 2008 – October 2014

Franchise Dealer (*Part time*)

* Welcome and greet customers in a cheerful manner.
* Presents products in a clear, understandable and professional manner.
* Conduct sales to new and existing customers with key focus on meeting sales targets.
* Ordering, replenishing of stocks. Records and monitors the movement of the stock. Receiving, checking & processing of incoming stocks.
* Provide after-sales service to customers.
* Conduct training, evaluates and supervise the new recruited leaders.
* Conducted sales demonstrations and in-house training programs.
* Acquired full responsibility of assisting customers regarding the product lines.
* Ensure shop merchandise is well displayed accordingly. Ensure timely the delivery of the product to the customer.

**Computer Shop** Nov 2008 – June 2012

Counter Receptionist / Collection and Audit

* Provided outstanding customer service with emphasis on building client relationships.
* Implemented and monitored store operation procedures to control inventory.
* Assisted in giving computer related assistance to computer-user clients.
* Operated printing and scanning machines.
* Monitors the daily financial transaction to ensure the finances are maintained in an effective, up to date and accurate manner.
* Monitors the collection accounts by conducting verification of customer’s payment confirmation by sending email, letters or phone call (local and oversea customers).
* Handles, controls and filing of documents such as daily income collection, billing payments, documents and receipts keeping for auditing.
* Prepares & generate the monthly, weekly & daily collection forecast / monthly & collection of due and overdue accounts report.

**Footlong and Burger** Sep 2004 – Dec 2008

Direct Selling / Owner

* Owned and established the food business.
* Handles daily operational matter and controlled activities such as purchasing of goods / stock ordering & inventory control.
* Maintained orderliness, cleanliness and desirable environment at all times.
* Prepared and handled food hygienically.
* Ensure timely the delivery of the product to the customer.
* Provide after-sales service to customers.
* Maintained good service and environment to our valued costumers.
* Handles cash flows and inventory.

**FRANCHISEE-MULTI-LEVEL-MARKETING** 2001-2003

Franchise Dealer (*Part time*)

* Endorsed and sold the products to the costumers via brochures and samples
* Presents products in a clear, understandable and professional manner.
* Conduct sales to new and existing customers with key focus on meeting sales targets.
* Managed all payment collections and due dates in order to get additional incentives and rebates in selling the products above the quota

**World** 1997-2014

Barong Tagalog Dealer / Supplier

* Doing all the designs and patterns for machine and handmade embroideries
* Managed and supervised the entire production from materials, labor, payments and quality control
* Ensured quality product production in meeting deadlines during peak seasons.
* Managed delivery and payment collection.
* Able to develop a good customer and supplier relationship for a long period of time.

**Foods Corporation** April 1992 – October 1992

Service Crew *(part time working student)*

* Greeted costumers at counters and took orders, suggesting menu orders and add-ons to increase revenues.
* Keep dining area, windows and front counter cleaned.
* Answered guest queries and brought food in the tables.
* Learned kitchen cook stations and filled in as needed.
* Back up other crew members to keep team workflow at efficient level.
* Monitor dining area and report any issues.

EDUCATION BACKGROUND:

Tertiary: **Bachelor of Science in Computer Science**

University of the East

 Manila, Philippines (Graduated April 2012)

Secondary: Wawa National High School (Graduated in 1991)

 Honors Received: Salutatorian

Primary: Wawa Elementary School (Graduated in 1987)

 Honors Received: Honorable Mention

CORE COMPETITIVENESS:

* End user SAP Procurement Module. Processing of HR related Purchase Orders and Purchase Requisitions.
* Good interpersonal and communication skills; Languages: Fluent in English and Filipino
* Proficient in Microsoft Office Applications
* Resilient, Adaptable, Independent, Meticulous
* Strong analytical and conceptualization skills
* Motivated and self-driven team player who thrives on tight deadlines and challenges
* Hard working, creative, responsible, trust worthy and always eager to learn new skills
* Highly motivated and flexible individual in any work environment and duties assigned
* Highly skilled in assisting teachers in evaluating children’s social, emotional, or material needs

PERSONAL INFORMATION:

 Birthday : April 6, 1975

 Nationality : Filipino

 Civil Status : Married

 Religion : Catholic

 Sex : Female

 Height : 153 cm

 Language Spoken : Tagalog and English

**First Name of Application CV No:** **1702362**

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