**MAY**

**Objective:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To be employed in an environment with growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal goals as well as organizational goals.

**Personal Profile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I am a college graduate with dynamic, resourceful, hard-working personality and with excellent interpersonal skills and has the ability to communicate concisely at all levels. I am a self-starting person who has lots to offer in terms of enthusiasm. I am a good problem solver who enjoys helping people as much as possible with excellent customer care experience. I always pay great attention to details and would like to make a significant contribution to the business.

**Skills and Expertise:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Expertise in customer care, interacting with all customers and colleagues well.
* Excellent problem-solving skills and diligent follower of policies and procedures.
* Able to work productively and instinctively with good initiative.
* Reliable, trustworthy excellent understanding of information and confidentiality.
* Confident in communicating skills
* Ability to seek advice regarding matters to ensure the customer receives the best service.
* Experienced at working under pressure, remaining calm and professional at all times.
* Computer Literate

**Employment History:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pharmacy Assistant (United Laboratories Inc.)**

Guaranteed Marketing Services

SM City Naga, Cam.Sur Philippines

August 2014 – August 2015

* Stock and take inventory of prescription and over-the-counter medications.
* Maintain cleanliness of pharmacy equipment and supplies.
* Accurate record keeping.
* Ordering items and receiving deliveries.
* Check/monitor expiration dates.
* Stocking shelves.
* Rotate stock, move older medication to front shelf used prior to expiration dates.
* Assist customer needs and answering customers query about the medicine.

**Financial Advisor**

Philam Life Insurance Company

Penafrancia Ave. Naga City, Philippines

November 2013 – May 2014

* Contacting clients and setting up meetings.
* Conducting in-depth reviews of clients financial circumstances and future aims.
* Analysing information and preparing plans best suited to individual clients.
* Researching
* Assisting clients to have decisions.
* Keeping up to date with financial products and legislation.

**Bank Clerk**

Land Bank of the Philippines

January 2013 – April 2013

* Keep records of all the work/ transactions done in the department
* Solving customer’s queries.
* Coordinate with other departments.
* Help the customers with their bank transactions.
* Help out elderly account holders.
* Maintain good relations with customers.
* Bring in new accounts to the bank.
* Promote the bank I work in.
* Educate customers with safe banking habits.
* Validating customer’s signature and other details on checks.
* Assist administrative department on their tasks.
* Answering phone calls.

**Educational Background:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bachelor of Science in Business Administration** Oct. 2008 – Oct. 2013

Major in Financial Management

Universidad de Sta. Isabel

Elias Angeles St. Naga City Philippines

**Personal Information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Birthdate: : December 21,1991

Nationality: : Filipino

Language known: : English, Filipino

Gender : Female

Marital Status : Single

**Job Seeker First Name / CV No: 1714884**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

