

JANICE

SALES LADY / OFFICE ASSISTANT

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| **Mob : C/o 0505891826****Email :** **janice.297569@2freemail.com** |

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| Professional Attributes | **I seek a challenging opportunity in an organization that will utilize my knowledge and experience. My aim is to deliver my valuable contribution to the challenging situations within the organization and grow with it. Having an experience in the field of competition, I assure my continues commitments towards the company which will endeavor far most in achieving goals.** |
| Personal Details: | **Nationality : Filipino****Civil Status : Single****Date of Birth : 27 – 06 – 1982****Languages : English, Tagalog** |
| Education | **Hotel and Restaurant Management 1998 – 1999**Isabela State University, Cauayan Isabela, Philippines.**High School Diploma 1994 – 1998**Dona Aurora National High School, Aurora Isabela, Philippines.**Elementary Diploma 1994 – 1998**Sta. Rita Elementary School, Aurora Isabela, Philippines |
| Professional Courses | **MS Office** |
| Experience ExperienceExperience Experience Experience Experience | **Afrina Iranian Sweets.** **Dec 2013 – Aug 2015**Sales LadyJumeirah 1, Dubai, UAE.**N2 Shop Cosmetic & Beauty Products** **Dec 2011 – Nov 2013**Sales Lady / CashierPearl Center China Town, Singapore.**Pyramid Restaurant.** **Jan 2010 – Jan 2011**Waitress10 Arab St., Bugis Singapore.**Kedai Kinuman & Makanan Yeen.** **Feb 2007 – Feb 2009**WaitressJalan Bakawali, Malaysia.**Nichido Cosmetic.** **Sep 2004 – Dec 2006**Sales LadySM Megamall, Mandaluyong City Manila, Philippines.**Astrovision Inc.** **Feb 2000 – June 2004**Sales / Data EncoderRobsinson Mall, Philippines Ermita Manila, Philippines. |
| Professional Skills | **Data Encoding (MS Word, MS Excel, MS PowerPoint).****Ability to grow and maintain client relationships.****Strong communication skills & Demonstrable Drive.****Having ability to work in Teams and Managing the time.** **I believe in hard work and optimism.** **Able to work under pressure.** |
| Declaration | **I hereby declare that the above-mentioned information given by me is correct and true to the best of my knowledge. I will perform my duties with the most sincerity and to your full satisfaction.*****JANICE***  |