**MAE AMPARO SO**

***CAREER OBJECTIVE***

An extremely hard working, high self motivated and driven individual with extensive multi faceted skills experience gained within a variety of areas, including Customer Service, Receptionist, Sales, Marketing, Cashier, Office Clerk. Works well on own initiative with a high level of self responsibility and plays an instrumental role within a successful and productive team.

***WORK EXPERIENCE***

**Receptionist**

Loft Beauty Station

Oasis Residence Building no.3 shop Tecom Dubai UAE

January 1, 2015 to April 30,2016

*Key Functions*:

* Attend to incoming calls of the company
* Prepares company correspondence (fax & emails)
* Organize company files
* Prepares schedules of meetings & appointments by the Manager
* Arranges hotel bookings & flight reservation by the Manager
* Attend the customer’s needs
* Operates cash register machine
* Monitors inventory stock level
* Prepares monthly inventory report
* Handling Cash

**Salon Clerk / Sales Associate**

 UAE

Nov.2013-Nov.2015

*Key Functions*:

* Answer phones and greet client warmly
* Assist in filling duties
* Perform basic bookkeeping duties.
* Compile financial records.
* Help organize office activities.
* Hang up company policies around the office
* Operate office machines, such as photocopiers and scanner, facsimile machines, voice email system and personal computers.

**Receptionist/ Customer Service Representative**

NUGA BEST M2nuga Corporation Phil.

Cor. Ascalon Deleon Street Victorias City

2010-2011

*Key Functions*:

* Attend to incoming calls of the company.
* Handling cash.
* Organize company files.
* Answer the phones and great client warmly
* Assist in filling duties.
* Check the customer schedules in the system.
* Post work schedules.
* Perform basic booking duties.
* Explaining procedure to clients.
* Help organize office activities.

**Office Clerk**

Robinson Mall

Bacolod City Philippine

September 11th ,2011 to August 1st,2012

**CASHIER**

Burger Junction

Victorias City Phil.

April 19th ,2000 to October 19th, 2001

**SPECIAL SKILLS:**

* Computer Literate
* Fluent in English
* Efficient, patient and good at attending to client needs.
* Provide the most satisfying and correct explanation about the product if marking is required.
* Team player and good team leader.

**EDUCATION BACKROUND**

**AMA COMPUTER COLLEGE**

**Associate in Science of Computer Programming ( College Level Degree)**

2002-2004, Philippines

**TRAINING and SEMINARS ATTENDED:**

**Al Karama Language & Computer Center Institute (KLCC)**

**MS- Office Advanced** ( Microsoft word, Excel and Power Point & Outlook)

Al Karama mall Dubai UAE

36hours attended. July 2015

**Barista NC II**

ASIANTOUCH international Training Institute Inc.

Technical Education and Skills Development Authority (TESDA)

119hours attended. May 2011.

**SUMMARY of QUALIFICATION:**

* 3 Years Experience in Receptionist role, salon industry, Customer Service/Receptionist Nuga Best Corporation Phil. role, Orientation/Marketing.
* Good communication skills, both written and verbal.
* Excellent in MS Office applications
* Can work under pressure and with minimum supervision
* Good team player.

**PERSONAL DATE:**

Age: 34 Years Old

Date of Birth: August 20th,1982

Place of Birth: Phil.

Nationality: Filipino

Marital Status: Married

Height: 5’4

Weight: 57.5kg

Languages: English, Tagalog, Arabic, Korean, Spanish.

**Job Seeker First Name / CV No: 1799268**

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