**MA. VIRGINIA**

**VIRGINIA.300050@2freemail.com** ****

**OBJECTIVE**

Seeking a challenging and rewarding position with a growing forward-thinking company, where I’m able to address my administrative skills as well as my general skills and will contribute to my overall personal development.

**EDUCATIONAL BACKGROUND**

**Tertiary**

 Mabini Colleges - Daet

 *Bachelor of Science in Commerce*

*Major in Management*

Daet, Camarines Norte

 S.Y. 2008 - 2009

**Secondary**

 Camambugan National High School

 Daet, Cams. Norte

 S.Y 2001-2002

**Primary**

 Mantagbac Elementary School

 Daet, Camarines Norte

 S.Y. 1997 - 1998

**SUMMARY OF QUALIFICATION**

* Can work under pressure
* Accepts and learn from own mistakes
* A person who is willing to learn everything about the work and achieve zero mistake
* Doing job smartly
* Time bound person
* People oriented person

**WORKING EXPERIENCE/S**

* **Cashier/Waitress,**
* **VETRA INVESTMENTS LLC**

**Dubai, UAE**

November, 2011 – November, 2013

 **Duties and Responsibilities**

* Welcome customers and greet them cheerfully
* Receive and process all payment methods for restaurant customer checks, courteously and efficiently in accordance with restaurant standards.
* Ability to communicate satisfactorily in English with customers, managements and co-workers, to their understanding. Ability to remain stationary at assigned post for extended periods of time.
* Settle customer checks in the computer system and maintain accountability for all financial transactions.
* Handle guest complaints with follow up to ensure guest satisfactions.
* **Sales Representative,**
* **BEST SHOP EVER TRADING LLC**

**Dubai, UAE**

January, 2014 – April, 2015

 **Duties and Responsibilities**

* know all our products and services better than the competitors knows their
* know the benefits of our products and services from our customers perspective
* Understand the benefits our customers hope to get from our products and services
* customer services with focus on quality
* Able to reach daily target quota

**CHARACTER REFERENCES**

* **KINDA ALID,** Owner/Manager, Best Shop Ever LLC

Dubai, UAE

* **STANLEY SANTOS,** Branch Manager, Vetra Investments LLC

Dubai, UAE

**PERSONAL DATA**

**Date of Birth**: May 1, 1985

**Gender**: Female

**Age:** 30 yrs. old

**Nationality:** Filipino

**Language:** Tagalog/ English