**Mariela Rose Cerda**

**Objective**

 To become a part of astonishing and dynamic organization that recognizes skills, loyalty and dedications as well as contribution and nourish professional growth of its profile.

**Job Description**

 Receptionist to Senior Receptionist(Sept 25 2014-July 25 2016)

* Welcomes visitors by greeting them, in person or on the telephone: answering referring inquiries.
* Directs visitors by maintaining employee and department directories: giving instructions.
* Maintain security by following procedures: monitoring log book: issuing visitors badge.
* Train of the newly hired Receptionist by teaching them the proffer job duties.
* Pilgrim Spa

 Spa Receptionist (August 26 2013- August 26 2014)

* Receiving costumers to a spa and attends to their inquiries about services offered in spa.
* Welcoming and greeting clients warmly, and ensuring that they feel comfortable and happy on their visit.
* Responsible to promote the image of my organization by ensuring the look good at all time to give the costumer the positive impression bout the spa.
* Paying attention to my appearance and dress in a moderately attractive manner to sell the image of my company to new and existing clients.
* Building and maintaining good relationship with clients by interacting warmly with them and giving them tips on the best products at the spa to meet their beauty needs.
* Keeping records of business transactions by registering new clients; receive payments from clients for services.
* Always keeping the reception clean and comfortable.
* Ayala Land Property

 Account Specialist (January 12, 2012- January 12,2013)

* Coming up with PR strategy.
* Writing reports on media coverage data.
* Arranging press conferences and event
* Managing clients relationship.

**Personal Background**

Birthdate: September 27, 1992

Birthplace: Bangad Binangonan Rizal Philippines

Age: 24

Gender: Female

Civil Status: Single

Height: 5’5

Weight: 100lbs

Nationality: Filipino/

**Skills**

* Computer Literate
* Fluent in English verbal and written
* Ability to work unsupervised
* Responsible
* Superb communication Skill and costumer service skill
* Good interpersonal Skill
* Hard working

**Educational Background**

* DATAMEX College of Saint Adeline Philippines

Associate in Office Administration (2009-20011)

* Janosa National High School Philippines

Secondary (2001-2009)

* Bangad Elementary School Philippines

 Primary (1999-2005)

**Job Seeker First Name / CV No: 1800438**

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