**PRINCESS JOY TIU LIM**

**OBJECTIVE(S):**

**To work and share my capabilities with diverse people with the goal of uplifting my skills and knowledge, contributing to the success of this company, and to have a decent source of income to sustain my family’s needs.**

**PERSONAL INFORMATION:**

**Civil Status: Single**

**Gender: Female**

**Birthday: December 19, 1995**

**Birthplace: Caloocan City**

**Religion: Catholic**

**Nationality: Filipino**

**Degree Finished: Undergraduate Computer Science**

**Language Spoken: English, Filipino**

**SUMMARY OF QUALIFICATIONS:**

* **Knowledgeable in Microsoft Application**
* **Can work with minimum supervision**
* **Can easily grasp keen details**
* **Ability to motivate and work effectively with people**
* **Highly trustworthy, discreet and ethical.**
* **Ability to meet deadlines and work well under pressure.**
* **Ability to communicate both orally and in writing.**

**EDUCATION:**

**PRIMARY: East Bagong Barrio Elementary School**

 **2007-2008**

**SECONDARY: Caloocan High School**

 **2011-2012**

**TERTIARY: Bachelor of Computer Science (Undergraduate)**

**STI Caloocan**

 **2012-2014**

**WORK EXPERIENCE:**

**MD INTERIORS**

**ASSISTANT DESIGNER**

**JUNE 2014 – SEPTEMBER 2015**

* **Meeting with the suppliers and subcontractors.**
* **Assist in resolving any administrative problems**
* **Prepare and modify documents, contracts, designs, mood boards, budgetary estimate list, and furniture description before presenting to the client.**
* **Requires submitting daily and accurate reports.**
* **Select furnishings and accessories with the head designer and/or clients.**
* **Supervising contractors and site visiting.**

**JOLLIBEE ( SHELL EDSA NPO )**

**SERVICE CREW**

**OCTOBER 2015 – APRIL 2016**

* **Greet customers, settle them down and take order.**
* **Help in kitchen or with outdoor delivery where and when required.**
* **Take orders and inform customers about new deals and upsizing option.**
* **Clean and stock customer eating areas and equipment.**
* **Transfer supplies and equipment between storage and work areas.**

**CASHIER**

**DECEMBER 2015 – MAY 2016**

* **Handle cash transactions with customer.**
* **Scan goods and collect payments.**
* **Issue receipts, refunds, change or tickets.**
* **Redeem stamps and coupons.**
* **Make sales referrals, cross-sell products and introduce new ones.**
* **Greet customers when entering or leaving establishments.**
* **Maintain clean and tidy checkout areas**
* **Keep reports of transactions.**
* **Bag, box or wrap packages.**
* **Pleasantly deal with customers to ensure satisfaction.**

**Job Seeker First Name / CV No: 1800852**

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