Civil Status: Married

Languages: Filipino, English

Nationality: Philippine

Birth Date: January 07, 1981

**OBJECTIVES:** With a total of 14 years of working experiences in different fields but with common duties pertaining to sales, customer service and clerical works, looks for a company that would increase my operational efficiency.

**APPLYING FOR: RECEPTIONIST OR SECRETARY**

**PROFESSIONAL EXPERIENCES:**

**SALES PROMOTER / EVENT REPRESENTATIVE**

**SEBA MED MEDICAL SKIN CARE**

**CITY PHARMACY**

**MARINA MALL CARREFOUR DPH**

**FROM JANUARY 2010 - PRESENT JOB**

* Being dressed in a professional manner.
* Handled baby and adult skin care
* Selling products.
* Making recommendation to the customers.
* Conduct demonstration of the product so that the customer will not face any difficulty in using it.
* Keep the stocks visible to the customers.
* Refill the shelves.
* Meeting sales target set by the superiors.
* Introduce the newly products to the customer.
* Responsible of advising beauty treatments.
* Assist other DPH brands when promoters are not around such as perfumes and makeup.

**RECEPTIONIST**

**ATLAS FERTILIZER INC.**

**TOLEDO CITY, CEBU PHILIPPINES**

**FEBRUARY 2006 – FEBRUARY 2009**

* Answer telephone, screen and direct calls
* Take and relay messages
* Provide information to callers
* Greet persons entering organization
* Direct persons to correct destination
* Deal with queries from the public and customers
* Ensure knowledge of staff movements in and out of organization
* Monitor visitor access and maintain security awareness
* Provide general administrative and clerical support
* Prepare correspondence and documents
* Receive and sort mail and deliveries
* Schedule appointments
* Maintain appointment diary either manually or electronically
* Organize conference and meeting room bookings
* Co-ordinate meetings and organize catering
* Monitor and maintain office equipment
* Control inventory relevant to reception area
* Tidy and maintain the reception area.

**ACCOUNT AND SALES REPRESENTATIVE**

**ZUELLIG PHARMA**

**CEBU, PHILIPPINES**

**MAY 2002 – DECEMBER 2005**

* Visit’s pharmacy and check the visibility of the products.
* Promotes new item to pharmacist.
* Convincing new pharmacy owner’s to open an account in our company.
* Prepare business letters.
* Sending emails to clients for new product launching.
* Collecting documents in preparation for account opening.
* Finalization of the client’s documents.

**ACADEMIC QUALIFICATION**

|  |  |
| --- | --- |
| **COLLEGE**  Graduate - March 2002  Bachelor of Elementary Education  University of the Visayas, Colon Cebu | **SECONDARY**  Graduate – March 1997  Consolatrix Academy  Toledo City, Cebu |

**Job Seeker First Name / CV No: 1817952**

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