**Lovely Fresaly B. Constantino**

**PERSONAL INFORMATION:**

Nationality : Filipino

Date of Birth : November 24, 1994

Civil Status : Single

Gender : Female

Education : Bachelor Degree Business Administration major in Financial Management

**OBJECTIVES:**

To pursue a highly challenging career in the field of finance, accounts, managing and sales, where I would apply my knowledge, experience and ideas to develop a high professional skill and effective management technique by proactive research and development activities to ensure protection of interest of industry and emerge as a good Corporate Professional.

**EDUCATIONAL ATTAINMENT:**

**PALAWAN STATE UNIVERSITY**

2012-2016

Puerto Princesa City, Palawan

Graduated

**SPECIAL SKILLS:**

* Computer Literate
* Selling and influencing skills
* Communication skills
* Efficient, accurate and details oriented
* Creative Skill on communication and collaboration
* Graduate with Bachelor Degree in Business Administration major in Financial Management
* Possesses good interpersonal and communication skills and manages multi-tasking effectively.
* Hast zest for learning. High stress tolerance and willing to be trained.
* Proven team player, flexible, fast learner and alert
* Can drive automatic or manual car

**PROFESSIONAL EXPERIENCE:**

**Sales Promoter/Sales Executive**

**February 2012-2013**

* Making customers feel comfortable to the products
* Helping costumer to choose what is good for them.
* Introduce new items
* Replacing sold items

**BUTTERFLY TOTEM GUEST HOUSE**

**Human Resource Assistant**

March 2013-October 2015

* Assist with day to day operations of the HR duties and functions.
* Communicate with public services when necessary.
* Properly handle complaints and grievance procedures.

**On the Job Training**

**Bureau of Internal Revenue**

**Secretary**

November 2015-January 2016

Palawan, Philippines

* Answering telephone calls
* Arranging appointments
* Taking messages
* Typing/word processing
* Do some confidential works
* Tax Mapping

**Job Seeker First Name / CV No: 1820250**

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