

Contact HR Consultant for CV No: 319320

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

* **OBJECTIVES:**

*Look for the job that suit my qualification in your esteemed organization and process provide a friend working environment and opportunity for my career growth.*

* **WORKING EXPERIENCE(s):**

* Oscar cinema LLC

Sanaiya Al Ain

United Arab Emirates

May 21, 2011 – May 21, 2015

Position: telephone operator /ticketing/cashier/sales/office work

***Duties & Responsibilities***

* To answer the telephone proper greetings.
* Give the costumers the information about the movies they need.
* Greet costumers entering establishment.
* Issue receips, refunds, credits or change due to costumers.
* Manage information kiosks or displays of event signs or posters.
* Making vouchers receips, bank slips, filing important files.
* Universal Robina Corporation

San Fernando Pampanga, Philippines

Oct. 2008-nov2009

Position: production checker in confectionary & snacks department

***Duties & Responsibilities***

* To make sure those products meet food safety.
* To keep records of the entire test they carried out.
* The checker inspector may be responsible for declaring that a product is not safe or is not of the specified quality.
* To measure and weight products, examine sample and test them.
* As a checker inspector, we must be observant and very good at paying attention to detail. We will also need to be patient as some test are complex and take a long time to complete.
* **EDUCATIONAL BACKGROUND:**

**Tertiary : AMA Computer Learning Center**

**Gua-Gua Pampanga, Philippines**

**Course : Business Information Management.**

**Secondary : Santa Rita College**

**San Jose Santa Rita Pampanga, Philippines**

**Primary : San Juan Elementary School**

**San Juan Santa Rita Pampanga**

* **SKILLS:**
* Computer Literate (MS Office)
* Good Interpersonal Skills
* Customer Service oriented
* Clerical works and encoding
* Can do office works
* **OTHER QUALIFICATIONS:**

Can work efficiently even under pressure, on shifting schedule and overtime, can report to work when a need arises, organized and disciplined at work, interested on all kinds of learning, fast learner, team player, responsible and committed.

***I hereby certify that all of the information above is true to the best of my knowledge.***