

**ROSALIE**

[**ROSALIE.324202@2freemail.com**](mailto:ROSALIE.324202@2freemail.com)

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| **OBJECTIVE** |

To be part of an organization that offers a good opportunity for career growth and where my skills, experiences, knowledge and abilities can be further developed and effectively contribute towards the organization’s endeavors and the attainment of its goals and objectives.

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| **QUALIFICATION** |

* Highly competitive, organized, disciplined and goal oriented.
* Outstanding communicative skills.
* Computer literate.
* Excellent physical and mental conditions.
* Responsible, friendly and hardworking.
* Career Eligibility Passer

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| **WORKING EXPERIENCE** |

Dubai Mall, Dubai UAE

August 25, 2014 up to present

**Sales executive**

Job Responsibilities

* Greet customers as they arrive at the store and provide them with information about our items and/ or service.
* Direct customer by escorting them to packs and counters, suggesting items.
* Service customer by helping them to select the best items.
* Advises customers by providing information about our items.
* Organize and merchandise the display.
* Maintains items and sales inventory.
* Handle customer relations and complains.
* Participates in the strategic approaches to increase sales.

**GALLERY BEAUTY SALOON**

**Hyatt Regency Hotel, The Galleria**

Deira, Dubai, U.A.E

August 2010 to July 2014

**Receptionist/Cashier**

**In-Charge**

Job Responsibilities

* Handles incoming calls.
* Assist customers.
* Assist and handle management staff. Data entry, inventory of stocks and supplies.
* Promoting products to the customers.
* Prepares salaries and commissions to all staff.
* Over all in-charge.

**ILOCOS TRAINING AND REGIONAL MEDICAL CENTER**

Sevilla, San Fernando City of La Union

Telephone No.: (072) 242-1143

March 2007 to March 2010

**Clerk/Data encoder**

Job Responsibilities:

* Types reports, forms and specialized documents.
* Checks typed and other materials for accuracy, completeness, compliance with department policies and correct English usage, including grammar, punctuation and spelling.
* Maintains records and processes forms.
* Encode documents.
* Establishes and maintains office files, researches and compiles information.
* Reviews computer-produced reports for accuracy and makes corrections as a required, operates standard office equipments.

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| **TRAINING EXPERIENCE** |

**National Statistics Office (N.S.O.)**

Main office, Sta. Mesa, Manila

December 1995 to March 1996

**Civil Registrar Department**

Job Responsibilities:

* Acts as receptionist, get the names and birthdates of the clients.
* Retrieve birth certificate.
* Provide a Xerox copy to the client with the attached signature of the record officer and the official seal.
* Release the documents.
* Keep files in order.

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| **EDUCATIONAL BACKGROUND** |

Course : Bachelor in Computer Science

School : Arellano University

SY : 1992-1996

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| **PERSONAL BACKGROUND** |

Birth Date : January 11. 1976

Birth Place : La Union, Philippines

Civil Status : Married

Language Spoken : English, Tagalog,

Visa Status : Transferable Visa