**IRISH**

**Irish.327279@2freemail.com**

**OBJECTIVES**

To be given a chance to land on a job that would enable me to contribute and honed my acquired knowledge and skills to the fullest. Areas of experience include administrative support, systems development with proven ability to drive measurable results,direct sales efforts, lead customers and manage multiple campaigns simultaneously and customer service. To complete job assignments for various organizations, with developed skills in setting job priorities, organizing work, functioning and meeting strict deadlines and quotas.

Strengths:

* Deals with people from diverse background
* Excellent problem solving and analytical skills
* Committed to quality service standards
* Typing and telephone etiquette skills
* Self-motivated and customer oriented
* Possesses good time management skills
* Multi-skilled and efficient with work experience and career progression.

**EDUCATIONAL QUALIFICATION**

**UNIVERSITY OF LUZON Dagupan,Philippines**

**Bachelor of Science in Information Technology 2008-2012**

**CAREER PROGRESSION**

**Pierre Cardin October 2014 to October 2016**

**Sales Representative/Cashier**

**Abu Dhabi**

* Answering the phone calls for all the inquiries and ordering of product, respond to emails or by phone call.
* Making form of inventory, attendance and monthly gross sheet.
* Creating emails
* Preparing monthly auditing sales
* Greetings and assisting customers
* Operates the cash register

**Alwashia Trading July 2012-August 2014**

**Sales Representative/Cashier**

**Dubai UAE**

* Grant the request of the customers on getting the new stocks and other designs of the product
* Arranging and displaying of products on the shelves to attract customers
* Placing of price tags to products and adjust the prices of promotional or sale items
* Operates the Cash Register
* Receiving payments from the customer in the form of cash debit/ credit card
* Keep the merchandising area clean

**Texas Instrument 2012**

**Production Specialist**

**Baguio Philippines**

* Encoding
* Encapsulating Integrated Circuit
* Manual checking for Integrated Circuit

**PROFESSIONAL DEVELOPMENT**

**Information and Communication Technology Office 2011**

**Office Assistant**

**City Government of Dagupan Philippines**

**Philam Life Insurance Agency 2011**

**Office Assistant**

**Dagupan Philippines**

* Encoding
* Creating Email for Clients
* Creating Proposals for Clients (using vanguard,leisure and bright future application)
* Scanning and printing regular reports and application forms.
* Preparing and assisting presentation using MS Powerpoint.
* Making collage about company events and generating monthly reports using Photoshop and Corel.

COMPUTER SKILLS

* Microsoft Office(MS Word, MS Excel, MS Powerpoint, MS Database)
* Basic graphics designs using Adobe Photoshop CS3, Corel, Macromedia flash.
* Hardware and Software Installation.
* Basic video editing.

PERSONAL DETAILS

**Nationality**: Filipino

**Date of Birth**: September 11,1990

**Height:** 5’5”

**Marital Status**: Single

**Languages**: English, Filipino

I hereby declare that the above information are true and correct to the best of my belief and knowledge.