 **HANNEH**

[**HANNEH.329817@2freemail.com**](mailto:HANNEH.329817@2freemail.com)

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| OBJECTIVE |

To secure a challenging position that best suits the set of skills academically acquired and the possibility of career advancement.

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| PERSONAL INFORMATION |

Civil Status : Single

Citizenship : Filipino

Gender : Female

Date of Birth : December 23, 1986

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| EDUCATIONAL BACKGROUND |

**Bachelor of Science in Hotel and Restaurant Management**

Cagayan de Oro College – Phinma Education Network

Cagayan de Oro City, Philippines

Graduated October 2010

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| COMPUTER SKILLS |

* Microsoft Windows 7,8 & 10
* Microsoft Office
* MS Excel
* MS Word
* MS Powerpoint

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| WORK EXPERIENCE |

# Sales Promoter (Chocolate)

Alfa One General Trading LLC - United Arab Emirates

June 2015- January 2017

Job Responsibilities:

* Promote the Product to the customer
* Attend customers in a professional and polite manner
* Maintain daily Sales Report

# Sales Representative/ Exhibitor

Philippine at Global Village - United Arab Emirates

November 2014 to April 2015

Job Responsibilities:

* Shop attendant at Philippine Pavilion in Global Village
* Attend customers in a professional and polite manner
* Maintain transaction records and generate daily Sales Reports
* Open and close the assigned shop on daily bases in time.

# Virtual Assistant

Equity Real Estate Utah

November 2010 to August 2014

Job Responsibilities:

* Assist admin works
* Data Entry
* Answers emails
* Posting online classifieds