

Contact HR Consultant for CV No: 331196

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

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

**OBJECTIVE:**

• **To deliver a high performance due to the demand of the company, ready to learn and enthusiastic customer relation**.

**EDUCATIONAL BACKGROUND:**

**• Graduated last March, 2004 in University of Makati with the course of Bachelor of Science in Business Administration Major in Marketing Management.**

**SKILLS:**

* **Customer service in restaurant.**
* **Proficient Microsoft Word, Power Point and Internet.**
* **Ability to work under pressure.**
* **Ability to work flexibility with large groups with differing academic, psychological and social needs.**
* **Passion for continuous learning and personal growth.**
* **Highly motivated and driven, with strong desire to excel.**

**WORK EXPEREINCES:**

* May 2013 - May 2016 **Receptionist / Cashier**

**SolidereLebanese Restaurant**

**Kuwait American Foodstuff Company Inc.**

* February 2011 - June 2012 **ADMIN. ASSISTANT**

POWERLINES DIGITAL CONCEPTS CORPORATION

Ground floor Torre Venezia bldg. Timog avenue Quezon City.

* May 2009 -May 2008 **ADMIN ASSISTANT**

S1 TECHNOLOGIES INCORPORATION

5ft floor.PSMBF bldg. Boni Serrano Street. Quezon City

* August 2008 - January 2009 **Secretary/ Admin**

GOLDILOCKS BAKESHOP

1ST floor Guadalupe Mall,Guadalupe Makati City

* April 2007 - July 2007 **CUSTOMER SERVICE REPRESENTATIVE**

ASIATALK TELECOM PHIL. INC.

17TH Floor, Strata 100 Building.Emerald Avenue Ortigas.

* October 2006 - March 2007 **CALL CENTER AGENT**

ONE GLOBAL CONTACT CENTER INC.

34TH Floor Antel Global Corporate Bldg. Ortigas.

* January 2005 - September 2005 **TELESALES AGENT**

MIROF RESOURCES INCOPORATED

**SEMINARS ATTENDED:**

\*Personal Enhancement Seminar

City land Tower, MakatiCity. September 2005

\*Anti Money Laundering Act Seminar

City land Tower, Makati City. March 2005

\*Managing the Sales Force Seminar

City land Tower, Makati City. October 2005

**PERSONAL DATA:**

Date of Birth: August 4, 1980

Birthplace: Makati, Philippines

Sex: Female

Height: 5 ‘ft

Weight: 53 kilos

Status: Single

Nationality: Filipino