**Letter of Application**

To The Human Resources Manager,

Good Day!

It was a great anticipation that I present my CV to you for this vacancy as I firmly believe I am qualified for this role.

I am self- motivated, fast leaner, friendly being in a work environment. I consider myself to be enthusiastic person who performs all tasks to the highest standard and within given timescales, knowing how to deal with other people especially the customers with my excellent communications skills. Aside from office I worked as a cashier, sales consultant and receptionist and sales promoter.

I am responsible for all aspects of day running duty filling, copying and invoicing jobs. My other duties include receiving and handling telephone inquiries and providing general information about the company.

Thank you for your kind consideration and the time you have spent reviewing my resume.

Sincerely Yours,

**ANGELINE**

**ANGELINE.331219@2freemail.com**

***CAREER OBJECTIVE:***

To obtain a staff position in an established institution which require a strong knowledge and organizational skills and proven ability to establish easy rapport with clients and colleagues; work under intense pressure and prioritize responsibilities to meet and exceed targets skills, Regarded as hardworking and dedicated individual with excellent communication, problem solving, analytical and organizational skills, time management with presentable personality and professional business style.

***QUALIFICATION PROFILE:***

* Personality, smart and presentable.
* Proven leadership in customer service.
* Proactive and flexible.
* Good in spoken and written in English.
* Well-organized and detail-focused.
* Knowledge in basic computer skills (MS Word, MS PowerPoint, Excel and Microsoft Outlook)
* Can type 30 words / minute.
* Positive attitude towards work
* Characterized to be goal-oriented, a leader and a team player.
* Can do sales quotations and sales presentations of the products.
* Can deal with different people in business aspects.

***WORK EXPERIENCE:***

Company Name: **Winner Manufacturing**

 ICAD 1, M41 Plot No.132 B5, Mussafah

 Abu Dhabi, U.A.E

Position: **Sales Executive**

***Job Description***

* Dealing with the costumers is the main responsibility of Sales Executive.
* Assisting costumers needs in their choice of perfumes, cosmetics, bags etc.
* Maintaining the Sales quota of the company.
* Dealing with costumers in cheerful and professional manner and answering all their inquiries about the product.
* Making the costumers happy and satisfied about the products.

Date of Year: June 2014 – December 31, 2016

Company Name: **Union Motor Corporation (Mitsubishi Cars)**

 Guazon Ave., Paco, Manila

Position: **Sales Consultant**

Date of Year: October 7, 2011 – December 15, 2012

***Job Description***

* The sales consultants are essential part of the company they have to deal with the clients in professional manner and the one who contribute to the sales quota of the company.
* Assisting client’s need of vehicle is the primary responsibility of sales consultant, assisting the client’s in their choice of vehicle/s and has the responsibility to deal with all the transactions of the clients.
* They are also responsible in providing all the information or specifications of the product and have the ability to close transactions in the given period of time without delays.
* Sales consultant must also check the vehicle/s upon releasing and has the ability to handle pressure whenever complaint arises.
* Making sales quotations and good sales presentation about the product.

Company Name: **KFC Philippines**

 Robinson’s Place, Ermita, Manila

Position: **Cashier**

Date of Year: January 2006 – January 2007

***Job Description***

* Operating POS and managing all the cash transactions in the work place.
* Maintaining daily account at the end of each day.
* Checking the daily cash balance.
* Interacting with the costumers that come to the counter.
* Solving their cash related queries.
* Checking for the price of the products and any discounts or offers.
* Receiving coupons and deducting the said amount from the costumers.
* Making daily, weekly and monthly transaction reports.

***EDUCATIONAL BACKGROUND:***

 Tertiary Education

**Eulogio “Amang” Rodriguez Institute of Science and Technology**

**Bachelor of Science in Public Administration**

Nagtahan, Sampaloc, Manila

2012 Graduate

***ELIGIBILITY:***

* **Obtained the NATIONAL CERTIFICATE II in FOOD AND BEVERAGE SERVICES**
* Taken on March 25, 2013 in PRINCE GIRON INTERNATIONAL TRAINING CENTRE, INC.
* Certificate issued by **Technical Education and Skills Development Authority (TESDA)**

***PERSONAL BACKGROUND:***

**Gender:** Female

**Date of Birth:** September 18, 1984

**Age:** 32 yrs. old

**Citizenship:** Filipino

**Marital Status:** Single

**Religion:** Catholic