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MARIA

MARIA.332073@2freemail.com

OBJECTIVE:

 To obtain more and share my knowledge in order to help the company on its goal. Also to give my best to do the work/task that the company given to me in order to fulfill the company needs.

PROFILE AND SKILLS:

* Excellent in sales and negotiation skills
* Confidence, motivation and determination
* With ethics and able to meet job deadline
* With social, interpersonal and communication skills
* Computer literate
* With multi dialect skills on English, Hindi and Arabic.

SEMINAR ATTENDED:

Make Up Techniques

Deborah Milano

By: International Make Up Artist

Mr. Luca Mannucci

February 18, 2016

Swiss Arabian Perfume Group

Sharjah Head Office

PROFESSION AND WORK EXPERIENCES:

SALES PROMOTER

Swiss Arabian Perfume Group

DEBORAH

January 21, 2015 to Present

Job Descriptions:

* Demonstrate to the customer on how to use the product
* Explain to them what is the benefits of the product
* Giving best and make sure to reach the monthly target
* Make sure to always check the expiration date of the product
* Everyday checking and cleaning the item and the company stand

**Cashier**

Watsons, Philippines

SM Baliwag

Baliwag, Bulacan, Philippines

May 22, 2014 to October 21, 2014

Job Descriptions:

* Punching items and make sure there is no void
* Giving the exact change to the customer
* Greet and smile to the customer before and after the transaction
* Informing the customer about the ongoing promotion
* Checking if the money is fake specially the big amount that the customer will gave before end the transaction.

**I.T. Administrator**

Nesabel Supermarket

Poblacion, Bustos, Bulacan, Philippines

January 22, 2012 to April 01, 2014

Job Descriptions:

* Encoding the delivery items, new items
* Changing price in the system
* Making tag price
* Make sure that the information encoding in the system is true and accurate according to

the invoice

**Secretary**

V7 Trading

Baliwag, Bulacan, Philippines

May 03, 2011 to September 25, 2011

Job Descriptions:

* Receiving the delivery and making the bill for the payment of the delivery
* Keeping the files and make sure it is organize
* Checking and calculating of how many pieces that the workers clean
* Preparing and giving the salary of the workers

PERSONAL PROFILE:

Date of Birth : April 01,1993

Age : 23 years old

Nationality : Filipino

Marital Status : Single

Religion : Born Again Christian

Weight : 60 kls.

Height : 5’8

EDUCATIONAL QUALIFICATION:

**TERTIARY** : Information Technology

 Baliwag Polytechnic College

 Poblacion, Baliwag, Bulacan

 2009-2011

HIGH SCHOOL : Pres. Diosdado P. Macapagal Memorial High School

 Sta. Cruz, Angat, Bulacan

 2007-2009 (3rd year to 4th year)

 Mary and Jesus School

 Tanawan, Bustos, Bulacan

 2005-2007 (1st year to 2nd year)

ELEMENTARY : Bustos Central School

 Poblacion, Bustos, Bulacan

 1998-2005

ON THE JOB TRAINING:

Secretary

Metropol- National Irrigation Administration

* Making letters (using computer and type writer)
* Keeping the invoice every month
* Make sure that the information encoded in the computer is accurate

 *I hereby to certify that the above information is true and correct according to my*

 *knowledge and belief.*