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| **Ms. Marivic**  To interview Marivic, send your company name, vacancy details with CV Reference No 1992798 to [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com) |

**PERSONAL DETAILS:**

Date of Birth : 10 March 1986

Age : 30

Nationality : Filipino

Languages : English, Tagalog

Visa Status : Visit Visa

**EDUCATIONAL ATTAINMENT:**

**College :** University of Antique (2003-2007)

Bachelor of Science in Hotel and Restaurant Management

**Graduate**

**Secondary :** Dao Catholic High School, Inc. (1999-2003)

**Graduate**

**CAREER OBJECTIVES:** To be part of the company in the attainment of its goals and visions through applying my experience and course-related skills and knowledge.

**QUALIFICATIONS:**

Self – Motivated Strong communication skills

Polite and well – mannered and honest Fast Learner

Can work under pressure Flexible

**WORK EXPERIENCED:**

**Receptionist cum Secretary**  (March 2014 –February 2016)

Well presented with exceptional customer service skills, and the ability to provide an effective reception and switchboard service. Experience in working under pressure in a quick fast moving environment and able to receive guests on arrival in a friendly helpful and approachable manner.

**Duties and Responsibilities:**

* Meeting and greeting visitors in a nice and friendly manner
* Answering all incoming calls / emails and re-routing them to relevant parties
* Dealing with any enquiries at the reception
* Opening, distributing, collecting and taking the post
* Monitor stationary stocks and reordering when required
* Operating the computer system and switch board
* Ensuring a efficient running and operation of the reception desk
* Experience of arranging month end invoicing on the sage system
* Fully aware of all health and safety legislation relating to office work

**STD OVERSEAS MANPOWER SERVICES, MOLO ILOILO, PHILIPPINES**

**Accounting Clerk / Recruiting Agent (**June 2011– April 2013)

* Preparing Maintains accurate accounting and financial records.
* Prepares monthly report administrative expenses.
* Monitors the expenditures of each department.
* Prepares daily cash balance and monthly bank reconciliation.
* Handles petty cash. Prepares payroll
* Undergo bank cash deposits and cash withdrawals.
* Responsible for booking airlines trip ticket and Hotels with travel itinerary
* Updating & maintain the holiday, absence and training records of the staff
* Advertising vacancies by drafting and placing adverts in a range of media ( newspapers, media)
* Developing a good understanding of clients company
* Using data base to match the right person to the client’s vacancy
* CVs and correspondence to forward to clients regarding of suitable applicants
* Organizing interviews for candidates as requested by the clients
* Organizing business travel, itineraries and accommodation for managers
* Creating and maintaining filing systems; letter writing

**MERCURY DRUG STORE, ILOILO CITY, PHILIPPINES**

**Pharmacy Assistant** (August 2009 – February 2011)

A pharmacy assistant work as part of pharmacy under the direction of a registered pharmacist with selling and preparing medication to patients in retail pharmacy drug store.

**Duties and responsibilities:**

* Selling medicines
* Responsible for handling clerical functions
* Assist the pharmacist in preparing medications to patients
* Handling money transactions
* Answering telephone calls
* Arranging and stocking the items
* Conduct inventory to secure the medicines expiration dates
* Customer oriented and Accurate in dispensing medicines

**GAISANO MALLS OF ILOILO, ILOILO CITY, PHILIPPINES**

**Sales Staff (Department Store )**  ( November 2007 – January 2009)

Responsible for delivering the friendly service, greeting, smiling and making the eye contact with every customer that comes to the store. Playing an active role in providing a positive customer experienced and driving sales.

**Duties and Responsibilities**:

* Supporting the store team and manager to increase revenue streams and profit targets.
* Providing a friendly and helpful service to customers
* Maintaining high standards of presentation and cleanliness across the store
* Demonstrating good products knowledge to customer on key promotions and offers
* Providing cover in other areas during periods of holidays and sickness
* Approaching customers that may required assistance if you are on the shop floor
* Carrying out stock replenishment
* Ensuring all areas of the store remain tidy all times

*I hereby certify that the above information is true and correct to the best of my knowledge*

Marivic

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