## D:\Arslan\HANNA\Rose Documents\1.jpgMs. Rose

## Rose.332419@2freemail.com

**Objective:**

To obtain a position that will enable me to use my organizational skills and ability to work well with people, Utilize high interpersonal and communication skills as well as promotes professional growth or even any other related works by providing high level of challenges and full range responsibilities through honest and quality services. I would be willing to undergo any training and orientation in your team that can develop and enhance my knowledge and skills.

**Personal Data**

Citizenship: Filipino

Birth date: May 16, 1986

Height: 5’4

Religion: Muslim

Visa status: Visit visa (until 04 april 2017)

**Position Applied: Receptionist/Front desk/Admin/Sales & Marketing**

**Interest/ Skills**: Reading, Travelling, Modeling & Actress in Theater Arts

**Computer Skills:** MS Word, Excel, PowerPoint

**Languages:**  English and Filipino

**Work Values**: Flexible, Hardworking, Self-motivated and Dedicated

**Educational Attainment**

* 2 Years Computer Secretarial

Cagayan De Oro College

Carmen, Cagayan De Oro City

* A graduate of Business Management

Major in Marketing Management

Cagayan De Oro College PHINMA Educational Network

**Working Experiences:**

* **Brand Ambassadress Samsung (Smart Telecom)**

 **June 2015 – February 2016**

 **Responsibilities:**

* Act as a product Ambassador in any major product launches & company activities
* Promotes the product to interested/non-interested individuals, shares the product benefits, features & highlights using the product knowledge learned during training or cascade of the product
* Answers products queries and product related concerns
* **Insurance Marketing Officer Standard Insurance**

 **2013 – 2015**

 **Responsibilities:**

* Conducts sales & marketing function and promote the different products of the Insurance Company to various potential clients.
* Process the application and ensures full compliance of the Clients to the policy requirements.
* Ensures full collection of released policies.
* Conducts follow-through and provides after sales services to clients to ensure.
* **Marketing Officer Golden Stallion**

 **2012 – 2013**

 **Responsibilities:**

* Conducts sales & marketing function and promote the hotel and its amenities to various potential clients.
* Develop programs to entice and capture new Customers for the Hotel and activities to encourage client retention.
* **Supervisor Caltex NHA, Café & Restobar**

 **May 2007 – July 2009**

 **Responsibilities:**

* Ensures manning are well deployed, organize & follows working protocols, policies & regulations.
* Hears out and /or addresses customer’s. concerns, comments, suggestions and submits consolidated report to the management for assessment.
* See to it that all transactions are recorded, validated and all the concerned individuals submit the reports on- time.
* **Project Coordinator Suvisco & Extract Sales**

 **Igpit Opol, Molugan Cdo**

 **May 2008 – March 2009**

 **Responsibilities:**

* Conducts briefing to Team on the mechanics of any project/activity to be conducted.
* Supervises the Team members in the execution of the program/ activity implemented ensuring compliance to what’s being required.
* Consolidates reports/documentations &provides insights & analysis pertaining to the outcome of the program/activity.
* Suggests recommendations & next steps on how the program/activity can further be enhanced to meet or surpass expectations/objectives.

October 10, 2016

Dear Sir/ Ma’am,

I have known from a reliable source that your company is expanding and you are in need of additional employees to complement the growing business. In relation to this, I would like to take this opportunity to take my chance to offer my services in your prestigious establishment. It would be of great privilege if you will allow me to be a part of your team.

Attached is my resume for your review. Should you consider me as a potential applicant for the position, I am very much willing to come for an interview at your most convenient time.

Have a blessed day and hoping to hear from you soon.

Thank You and God Bless.