**Maricar M. Barrameda**

Dubai, UAE

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**OBJECTIVES:**

An ambitious, active, highly self-motivated person, work experienced, team work skills, and the ability to adapt to various conditions and requirements. Seeking for a position that is challenging, provide a new learning experience. Offer the chance for future career advancement and present financial security.

**WORK EXPERIENCE:**

**U.A.E. Dubai- Sales Associate/ Promoter- November 9 2014 to January 10 2017**

* I’m the one who call the costumer and do some demonstration about my product to get more sales.
* Respond to customer complaints and resolve their issues.
* Assist in stocking shelves or to our kiosk, and display our products into a nice and to attract for the costumer.
* Maintain knowledge of store inventory and sales activities.
* Input our daily sales to our system and our sold items.
* My first duty as a sales associate is to greet the costumers into a very nice way and treat them well as like our friends or family.
* Suggest what best product to the customer and suggest also another product to upgrade my sale.
* Work with other sales associate and be a team player.

**EL Builders and Trading Company, Phil. – Receptionist cum Secretary - March 2014 to October 2014**

* Prepare documents requested by clients; efficiently handle all incoming phone calls, e-mail, and miscellaneous paper works.
* Dispatching and allocating all delivery documents to the company messengers
* Enter data into a computer and retrieve files from a database at any time when requested.
* Scheduling meetings and managing supplies.
* Create report for the company’s project status.
* Filing documents.
* Keep the company’s record updated.

**Elise Food Services (Miriam College) – Service Crew - January 2013 to July 2013**

* Greet guests and make them feel comfortable.
* Maintains cleanliness and put all things in place at my station.
* Taking orders from the costumers and serve it well.
* We also cater to different events.
* We assist different guess to their place and serve them a food with full of energy with a smile.

**Lilli Shoes (Sta.lucia east grand mall) - Sales Clerk - November 2011 – April 2012**

* Receiving costumers and treating them well.
* As a salesclerk I am also responsible greeting our customers pleasantly and assist them.
* Suggest some shoes and pursue our products.
* Assist in stocking shelves, rotating merchandise and marking prices.

**Treasure in Heaven Learning Center - Assistant Teacher - July 2009- December 2009**

* I’m responsible for taking care and assisting the students.
* Supervise students in classrooms, hall, cafeterias, schoolyards, and gymnasiums, or on field trips.
* I also serve as a substitute teacher whenever their proctor is absent.

**EDUCATION:**

Bachelors of Science in Mathematics Major in Computer Science

University Of Rizal System – Morong Rizal S.Y 2008 to S.Y. 2012

**TECHNICAL SKILLS:**

Proficient in following Microsoft applications:

* Microsoft office excels (2003/2007/2010).
* Microsoft office outlook
* Microsoft office power point (2003/2007/2010).
* Microsoft office word (2003/2007/2010).

Languages: Filipino/English

**PERSONAL INFORMATION:**

Date of Birth : December 29, 1990

Place of Birth : Antipolo Rizal

Height : 5’

Weight : 110 lbs.

Citizenship : Filipino

Gender : Female

Marital Status : Single

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| **Maricar M. Barrameda – 2014602**  Whatsapp +971504753686  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |