**FAITH**



[**FAITH.336829@2freemail.com**](mailto:FAITH.336829@2freemail.com)

**Business Administration major in Entrepreneurial Marketing**

**Nationality:** Filipino (Philippines)

**Location:** Bur Dubai, Dubai United Arab Emirates

# OBJECTIVE

# I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

# SPECIALIZED SKILLS

* Marketing Skills; good customer service and public relation skills
* Record Management
* Training and Leadership
* MS word, excel and PowerPoint proficient
* Strong analytical skills and good problem solver
* Good communication skills; oral and written

# PROFESSIONAL EXPERIENCE

# BOARD OF DIRECTOR SECRETARY

# Federation of Socsargen Samahang Nayon Cooperatives (FSSNC)

# Koronadal City, South Cotabato, Region XII, Philippines

# May 2016-December 2016

# Federation of Socsargen Samahang Nayon Cooperatives (FSSNC) is a pioneering Cooperative in Koronadal City,Philippines with economic activities like: Hotel, Function Rooms, Catering services, Commercial spaces for lease, Agricultural farm, barbershop and beauty salon.

**ROLE DETAILS**

Help supervise on a Cooperative’s legal interests and keep and prepare records and correspondence of the Cooperative.

**KEY ACHIEVEMENTS**

* Prepared and accomplished the Amendments of Articles of Cooperation and By-Laws
* Drafted: Code of Conduct and Ethical Standards, Code of Governance, and Election Code
* Created Modules for: Fundamentals of Cooperatives, Cooperative Management and Governance and Financial Management
* Organized 10 trainings and workshop within 8 months
* Created a filing system that organized all the Cooperative’s Data and information

# MANAGEMENT TRAINEE

# KCC Mall of Gensan

# General Santos City, Region XII, Philippines

# June 2015- April 2016

# KCC Mall of Gensan is the leading shopping destination at General Santos City, Philippines. Boasting of having more than three hundred different shops and establishments, it gives the utmost quality shopping experience from department stores, entertainment, to dining escapades.

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**ROLE DETAILS**

# Work with Supervisor to direct operations of the Men’s Accessories section of the Department Store. Monitor employee output and manage functions.

**KEY ACHIEVEMENTS**

# Personnel management: orientation, assessment, shift scheduling

# Monthly sales and inventory reports

# Stocks handling: purchase order, item monitoring

# Handling customer complaints

# Troubleshooting

# Visual merchandising

# EDUCATION

# Business Administration major in Entrepreneurial Marketing

# Mindanao State University- General Santos City

# Philippines, 2015

# Cumulative GPA: 2.102

**QUALITIES AND TRAITS**

* Proactive and curious
* Resourceful and adaptable
* Dedicated and hardworking
* Open minded and willing to learn
* God-fearing Person
* Results Oriented

**PERSONAL INFORMATION**

**Date of Birth:** February 12, 1995

**Visa Status:** Tourist Visa

**Civil Status:** Single

# Language: Tagalog – Mother tongue

English – Excellent reading, writing and speaking

**REFERENCE**

(Can be provided upon request)