**ROZEI**

**Al Rigga, Dubai UAE**

**Email address:** **rozei.337394@2freemail.com**

****

 **CAREER OBJECTIVES**

Seeking employment that allows me to grow professionally, while being able to utilize my skills for the betterment of the organization with the best use of my dedication, determination and resourcefulness.



**KEY QUALIFICATIONS**

Customer service professional offering 3 years diversified working experience. Excellent communication and problem-solving skills. Dedicated in achieving customer satisfaction as well as meeting and surpassing company expectations. Proficient in Microsoft Applications. Flexible, independent, organized and punctual. Cooperative, polite and hardworking. Willing to learn new skills and flexible enough to adapt to new dynamic working environment.



**EDUCATIONAL QUALIFICATION**

**TERTIARY :** Batangas State University

 Lemery, Batangas

 Bachelor of Science in Business Administration

 Major in Financial Management

 2011-2012



**WORK EXPERIENCE AND TRAINING**

* **TRAVEL CONSULTANT / VISA ENCODER**

RED ROSE TOURISM L.L.C

Bin Jarsh Building, Fish Round About, Deira, Dubai UAE

 February 24, 2016 to April 25, 2016

* **CASH TELLER**

RD Pawnshop, Inc., (Jewelry and Money Remittance Center)

Lemery, Batangas, Philippines

September 16, 2013 to January 18, 2016

* **HR ADMIN ASSISTANT / RECEPTIONIST**

RD Pawnshop, Inc. Region Office

Lipa, Batangas, Philippines

April 16, 2013 to September 16, 2013

* **ACCOUNTING CLERK**

RD Pawnshop, Inc., (Jewelry and Money Remittance Center)

Lemery, Batangas, Philippines

January 01, 2012 to April 15, 2013

* **SALES ASSISTANT**

RD Pawnshop, Inc. (Jewelry and Money Remittance Center)

Lemery, Batangas, Philippines

October 01, 2012 to January 01, 2013

* **On-the-Job Trainee (600 hrs)**

BATANGAS I ELECTRIC COOPERATIVE

Calaca, Batangas

Cashiering Section, Finance Division

November 10, 2011 to March 02, 2012

**SEMINARS ATTENDED**

* 4th conference of Aspiring Marketing Professional (CAMP)

Feb. 06, 2009

PICC Complex

SM Mall of Asia, Pasay City

**CHARACTER REFERENCES**

References are available upon request.

**TOURIST VISA:**

**VALID UNTIL: September 23, 2016**



PERSONAL INFORMATION

Nickname : Zei

Date of Birth : August 27, 1990

Religion : ROMAN CATHOLIC

Civil status : Single

Height : 5’1

Language : English/Filipino

 ***I*** *hereby certify that the statements of information in this document are true and correct based on my personal qualification and abilities.*

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **ROZEI**

 (Applicant)