**Allison**

**Allison.337527@2freemail.com**

**SUMMARY**

* + - Current Address: Flat 103, KML Bldg 3., Oud Metha, Dubai, UAE
		- Nationality: Philippines
		- Visa Status: Residence/Mother’s Visa
		- Visa Expiration: May 27, 2017
		- Civil Status: Single
		- IT Skills: Windows & Office tools
* MS Word Basic
* PowerPoint Basic
* Languages: English

Filipino

**WORK EXPERIENCE**

Oct.1 to October 23 Part Time Registration Coordinator

 Entourage Marketing & Events

 Concord Tower, Dubai Media City

 Contact Person: Nerissa / +97143388834

* Knowledgeable on Registering participants to the System
* Making sure that the participants is on the correct category
* Typing

June 27 to August 27 Cashier/Information Staff

 2016 Modhesh World Dubai

 World Trade Center Dubai

 Contact Person: Maya / +97150 908 1467

* Knowledgeable on POS and Credit Card Machine
* Reloading of Gaming Cards
* Costumer Service

Sept. 2013 to November Customer Service/Recruiter/Retailer

 Frontrow Philippines

 www.frontrowph.com

* Experienced in sales and customer service. While studying my major, I had a part time work wherein I was responsible for recruiting people to invest while selling the products of the company.
* Gained valuable experience in customer service wherein direct interaction with the customers is done to educate them about the quality and benefits of our products.
* I was able to learn and socialized with different people while doing my first job.

Taking enquiries from and also providing help and advice to customers using the company’s products or services. Aiming to build long-term relationship with customer

**PERSONAL SKILLS**

I am ready and qualified for the next stage in my career and looking forward to making a significant contribution to the growth of an ambitious company.

I am a responsible person and I always wanted to learn new things. I am courteous, approachable and able to use my own initiative when faced with different people. I am able to work well under minimum supervision.

I am pleasant and having a flexible hard working attitude at all times. I have good listening and verbal communication skills. I am energetic, with a very real passion for providing excellent customer service.

**EDUCATION**

- To Present **Trinity University of Asia Quezon City, Philippines**

***Undergraduate, Bachelor* *of Science in***

***Tourism* & *Hospitality Management***

 ***Skyrockets Training***

***-***  9 to 17 of June ***Public Speaking Training Course* Dubai, United Arab Emirates**

2016

- June 2015 **Samaritans Ministry Dubai, United Arab Emirates**

***Business English Course***

- September 2012 to

 June 2013 **The Philippine School Dubai, United Arab Emirates**

***Middle school***

***Graduate***

**REFERENCES – Available on request**