**Merrarie**

Email Address: **Merrarie.339005@2freemail.com**

**CAREER OBJECTIVE:**

To have a position in your company/organization that would make the most of my skills and work experiences, as well as bring out the best of my abilities and capabilities.

 **EMPLOYMENT HISTORY:**

November 2013 – Present **Al Qudrah AL Dahabiyah Technical Works L.L.C** Dubai, UAE

 ***Operation In Charge / Officer***

* Responsible of the day-to-day operations of the company.
* Schedules the itineraries of the cleaners as well as client requests.
* Supervises company personnel from their daily workloads and payrolls.
* Task to meet up potential clients/customers for bookings and schedules.
* Managing customer issues.
* Visits Work site.

April 2013 - October **Al Qudrah AL Dahabiyah Technical Works L.L.C** Dubai, UAE

 ***Supervisor / Schedule Coordinator***

* Schedules the itineraries of the cleaners as well as client requests.
* Supervises staff/cleaners from their daily workloads and payrolls.
* Task to meet up potential clients/customers for bookings and schedules.
* Received calls for bookings.

June 2011 – Oct 2012 **VISTA SEE SHOPPING CENTER**

AD Curato St., Butuan City

 ***Sales Supervisor***

* Responsible for the operation of the store’s sales team.
* Initiates policies, marketing tool and promotional events for the store.
* Supervises promo personnel to achieve sales quota required.

**PERSONAL INFORMATION**

Home Address : Prosperidad, Agusan del Sur – Philippines

Gender : Female

Age : 28

Date of Birth : May 23, 1988

Civil Status : Single

Citizenship : Filipino

**EDUCATIONAL BACKGROUND:**

June 2004- March 2010 **Saint Joseph Institute of Technology**

 Butuan City, Agusan del Norte

 *Bachelor of Science in Electronics and Communications Engineering*

June 2000- March 2004 **Prosperidad National High School**

 Prosperidad, Agusan del Sur

June 1994- March 2000 **Philippine Normal University – Agusan Campus**

 Prosperidad, Agusan del Sur

**SKILLS**

* Experience in Marketing and Sales
* With Good English Communications Skill
* Computer Literate: MS Office Applications (Word, Excel, Powerpoint)

I believe that all of the experiences I have gained are best to the position I am applying for. I solemnly declare that above information is true to the best of my knowledge and beliefs.