Dear Sir/ Madam:

**RE: Any Qualified Position that fits my Qualifications**

I am seeking for a possible position, if there is any vacant position in your company , kindly consider my application, I am matured and organized, highly motivated, hardworking. Responsible, flexible and resourceful I Can work efficiently even under pressure, open to criticism and challenges, can be trained with or without supervision, fast learner and eager to learn more.

I am well experienced in different companies, I started to work 1998 up to October 2016, 18 years of existence. I work as a Cashier/ Sale Clerk for 12 years, 4 years as Administrative Assistant and 2 years as a Call Center Agent, I am confident that my skills and experience could make a great contribution in your company.

Respectfully yours,

**Ma Maureen**

[**Maureen.339130@2freemail.com**](mailto:Maureen.339130@2freemail.com)

**Sales Admin/Cashier/Receptionist**

**Call Center Agent/ Administrative Assistant**

**Position Desired: Any Qualified Position that fits my Qualifications**

**Objective:** To utilize and enhanced my knowledge and skills in a company that has vision for growth and excellence. To pursue my career and be successful by living a life of excellence and hard work.

**Position Held:**

**Sales Admin/ Cashier/Administrative Assistant**

Archys Pastries and Sweets, Alkhan Road Sharjah UAE

August 15, 2014 ,- October, 2016

**Sales / Cashier**

Roche Sweets, Bukhatir Tower, Buhairah Corniche,Sharjah UAE

July 01,2009 – May 01 ,2011

**Call Center Agent (Cards Verifier)**

Price Solution (Standard Chartered Bank, Emerald Avenue,Ortigas Pasig

June 2008 – May 2009 (Philippines)

**Administrative Assistant**

Brochiere Computers

Unit 1108 11th flr. Cityland Shaw Tower, Shaw Blvd. Mandaluyong

February 18. 2005 – April 20, 2007

**Others:**

**Cashier/ Sales Clerk**

FIRST MACRO (Brochiere Comp.),

January 10, 2004 – February 06, 2005

**Cashier/Sales Clerk**

QUANTUMCORP (Brochiere Comp.)

July 16, 2002 – January 05, 2004

**Cashier/ Service Crew**

Lengleng’s Fine Dine Restaurant,September 2001 – April 2002

**Cashier/ Sales Clerk**

Bench Suyen Corp. Philippines, April – September 2001

**Cashier/ Service Crew**

Chowking Food Corporation Philippines

November 1999 – February 2000

**Cashier, Smart Asstn/Service Crew**

Jollibee Food Corporation Philippines, S.M Megamall Mandaluyong City

November 1998 – May 1999

**Profile:**

* Knowledgeable in internet / email/ MSword/ Excel
* Knowledgeable in Cashiering Cash Register, Omron, POS
* Computer upgrading/ program installation
* Product knowledge in CPU hardware
* Matured and organized
* Highly motivated, hardworking. Responsible, flexible and resourceful
* Can work efficiently even under pressure
* Open to criticism and challenges
* Can be trained with or without supervision, fast learner and eager to learn more

**Personal Data:**

Date of Birth: October 31, 1979

Nationality: Filipino

Status: Single

Date of Issue: 17 February 2014

Valid Until: 16 February 2019

Employment Status: Employment Visa/ once hired anytime I can cancel.

**Education:**

**1997 – 1999 BSIT(Bachelor of Science in Information Management**

University of Makati, West Rembo, Fort Bonifacio, Makati City

**1993 – 1997** **Fort Bonifacio High School**

West Rembo, Forth Bonifacio, Makati City

**1989 – 1993 Sto. Cristo Elementary School**

Sto. Cristo, Pulilan, Bulacan

I hereby certify that the above mentioned information as true and correct according to the best of my knowledge.

Reference available upon request