

Contact HR Consultant for CV No: 340271

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**OBJECTIVE**

To contribute on the success of an organization by fully utilizing my skills, knowledge and other experiences guide in a position that offers a challenging and increasing level of responsibility and to have professional development and career growth.

**EDUCATIONAL BACKGROUND**

**Vocational Certificate**

**Housekeeping NCIII**

**SATC TESDA Malvar ,Batangas** May 2016 – April 2016

**Lipa City Public College**

Associate in Computer Technology SY 2002-2004

**Bolbok National High School**

Lipa City SY 1998-2002

**PERSONAL DATA**

Date of birth : April 10,1985

Religion : Roman Catholic

Weight : 92 lbs.

Height : 5’1

Nationality : Filipino

Gender : Female

Civil Status : Married

Language Spoken : English and Filipino

**SKILLS**

* Computer literate especially with Microsoft Word, Excel, Office and Power Point.
* Interpersonal Skills
* Can work under pressure

**WORKING EXPERIENCE**

##### Alorica Phils.

**Lipa Site**

##### Customer Service Representative

SM Lipa City, Batangas July 2016 – November 2016

##### The Results Companies

**Lipa Site**

##### Customer Service Representative

Brgy.Marauoy FiestaWorld Mall,Lipa City Batangas September 2015 – July 2016

JOB DESCRIPTION

* Provide clear inbound communication through telephone.
* Identify customer’s problem or complaints quickly and precisely
* Make an important contribution to customer satisfaction by providing a prompt, efficient and courteous service to callers.

##### Your Chef’s Place Holdings Inc.

##### Uncle Cheffy/KuseLipa

##### Sales & Marketing Officer

Ayala Highway,RotondaLipa City Batangas

November 2014 – April 2015

##### Cross Creek Development Corporation

##### La Travesia Park

**Sales Account Executive**

**Marketing Officer**

Brgy.Inosluban, Lipa City

November 2011 – November 2014

JOB DESCRIPTION

* Develop programs and strategies that will increase sales.
* Direct and coordinates promotion of products and services to develop or market, increase share in the market and obtain a competitive position in the industry.
* Conducts periodic meetings with the support group, identifies needs and knows current situations as well as fosters positive team spirit and camaraderie.
* Promoting the business of the company, generating sales and soliciting investments in assigned and designated project and achieving the sales targets prescribed therein.
* Arrange special events, promotions for clients.
* Maintain an effective account management system: keep and maintain an updated account profile.
* Perform other tasks that might be assigned from time to time.
* Prepare and submit weekly sales report and other reports that may be required by the Head of sales & Marketing.

**SM CINEMA LIPA**

**Ayala Highway Lipa City Batangas**

**Cashier**  March 22, 2008 – August 30, 2008

**Grand Union South Supermarket**

**Ayala Highway Lipa City Batangas**

**Cashier** September 19, 2006–February 21, 2007

JOB DESCRIPTION

* Greets customers entering the premises or organization.
* Handling all the cash transaction
* Receives payments by cash, cheques, credit card etc.
* Checking daily cash accounts
* Guiding and solving queries of customers
* Providing training and assistance to new joined cashier
* Maintaining daily report of transaction

**K&K Molding Phils.Inc.**

**Lima Technology Center**

**Malvar ,Batangas City**

**QA INSPECTOR (In- Process Quality Inspector)**

**Planning Staff Assistant** (February 14, 2005 – July 23, 2005)

JOB DESCRIPTION

* Ensure the quality of a company’s products or services.
* Responsible for quality implement a company’s quality policy & objectives through quality planning, quality control and quality assurance.
* Assist and support employees of a particular office in completing clerical work.

**SEMINAR ATTENDED**

**Salesmanship**

**La Travesia Park**

**Lipa City, Batangas**

**Corporate Image**

**Sm City Cinema Lipa**

**Lipa City**

I hereby certify that the above information is true and correct to the best of my knowledge and belief