

Contact HR Consultant for CV No:340616

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**CAREER OBJECTIVE**

Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my managerial skills and abilities as a career person and bring out the best of my potentials.

**EDUCATION BACKGROUND**

 **Bachelor of Science in Business Administration**

 **Major in Business Management**

 Eulogio “Amang” Rodriguez Institute of Science and Technology (EARIST)

 General Mariano Alvarez, Cavite

 **2015**

**SUMMARY OF QUALIFICATIONS**

* Proficient in Microsoft Office applications such as, Word, Excel, Access, and PowerPoint Presentation
* Completed 900 hours of On-The-Job Training
* Well-oriented in computer handling
* Able and willing to assist co-workers, supervisors, and clients in cooperative manner
* Work well under pressure as part of a team
* Work cooperatively with a wide range of personalities
* Good interpersonal skills

**WORK EXPERIENCE**

**Packing and Packaging Worker**

**Brands For Less Me Fze (Dubai branch)**

National industries Park – Jebel Ali

June 9, 2016- Present

* Checking products on the production line for quality
* Good observational skills
* Working quickly and accurately with hands
* Working well within a team
* Making sure items of clothing are packed appropriately for distribution.

**Administration Support Intern-Sales Administration Department**

**SM Development Corporation**

15F Tower B Two E-Com Center Bayshore Avenue, MAO Complex Pasay City

December 2014- November 2015

* Preparing the documents of the buyers/customer
* Adaptable and ambitious individual with good problem solving and team working skills. Proven experience in handling operational support duties along with great ability to manage tier one duties.
* Highly skilled in greeting guests in a courteous and professional way
* Well versed in managing multiple line phone system and handling multiple incoming calls simultaneously

**Administration Support Intern-Purchasing Department**

**TOMS Manufacturing Corporation**

Blk. 1 Lot 2, Daiichi Ind’l. Park Zone, Maguyam Road Silang, Cavite, Philippines

June-September 2014

* Posses high attention to detail
* Skilled in understanding and reviewing purchase orders, invoices, sales and other reports
* Able to communicate with account department on payment matters
* Strong administration and data entry skills
* Assist purchase managers in making purchases
* Ensure about the cost, quality and availability of product before purchasing
* Maintain and update all sales and purchasing reports for forecasting and cost tracking
* Provide administrative support to the purchase department

(Character references are available upon request.)

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