

* Study the company’s marketing goals and objectives and organize trade initiatives
* Plan and implement awareness creating programs to reach out to potential customers
* Indulge in outreach programs to involve existing customers into the company’s offerings
* Work with the sales and marketing departments to understand the company’s goals and missions
* Develop marketing ideas and record and maintain client preference
* Represent company and its products and services to the media and customers in a positive manner
* Relay customer feedback to the company in anticipation of improving products and services
* Generate ideas to maximize sales to achieve or exceed sales goals
* Develop and maintain strong communication with buying offices and customers
* Conduct product training and handle inventory preparation initiatives
* Inventory of the products and preparing reports of necessary.



***ADMIN ASSISTANT***

**Philippine Ports Auhority, Lucena City, Philippines**

**U.A.E.**

**November 2015 – December 2016**

**WORK EXPEREINCE**

**+971 504973598**

**JANNAH**

**Jannah.340829@2freemail.com**

**April 2015 – October 2015**

***CASHIER***

**Super Metro, Lucena City, Philippines**

* The first duty of cashier is to greet the customers entering into organization
* Handling all the cash transaction of an organization
* Receive payment by cash, cheques, credit card etc
* Checking daily cash accounts
* Guiding and solving queries of customer
* Providing training and assistance to new joined cashier
* Maintaining monthly, weekly and daily report of transactions



**PROFILE**

As a professional having several works, I am able to deliver superb customer service and have good communication skills. Assume responsibility and accountability to complete assigned tasks. I am highly self-organized, flexible, and achievements and results-oriented. Lastly, I am interested in a long term commitment to the company and strongly motivated in pursuing a productive career path.

***ADMIN ASSISTANT***

**City Hall, Lucena City, Philippines**

**February 2014 – March 2015**

* The focus of a Jollibee food service crew member is to tend to the needs of customers in the restaurant. In addition to this, his/her job description also covers providing help and assistance in the kitchen when such is needed.
* They should be available to take orders from clients and should have the ability to serve clients satisfactorily.
* The role of a service crew member also involves cleaning up the tables after clients are through with their meals.

***FRONT DESK / RECEPTIONIST***

**Oak Park Hotel, Lucena City, Philippines**

**January 2013 – January 2014**

* Serve visitors by greeting, welcoming, directing and announcing them appropriately
* Answer, screen and forward any incoming phone calls while providing basic information when needed
* Receive and sort daily mail/deliveries/couriers
* Maintain security by following procedures and controlling access (monitor logbook, issue visitor badges
* Update appointment calendars and schedule meetings/appointment



**3 months Practicum (OJT-Restaurant)**

Catalinos Restaurant, Villa Javierto, Gulang-Gulang, Lucena City

April-July 2012

**3 months Practicum (OJT-Hotel)**

Diamond Resort & Hotel, Lucena City

November 2014-February 2015



**TRAININGS AND SEMINARS**

**SECONDARY EDUCATION**

Sacred Heart College Lucena City, Philippines

**June 2009 to April**

**2015**

**EDUCATION**

**CORE SKILLS**

* Fluency in spoken and written English.
* Computer Literate (MS Word, MS PowerPoint, MS Excel, Internet Browsing, etc.)
* Basic Bartending & mixing alcohol
* Strategy in Marketing (sales talk)
* Can work with flexible schedule (overtime/holiday)
* Can communicate well with other people.

**CAREER GOAL**

Seeking a challenging position and rewarding experience in your company to do my best on the duty and task given regarding my knowledge, skills and wellbeing in the different field that will enhance my professional skills in a dynamic and stable workplace.

**2003 - 2007**

**BACHELOR OF SCIENCE MAJOR IN HOTEL & RESTAURANT MANAGEMENT**

Manuel S. Enverga University Foundation, Inc.

University Site, Lucena City, Philippines