|  |
| --- |
| New_logoContact HR Consultant for CV No: 2047278E-mail: response@gulfjobseekers.comWebsite: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> |

|  |
| --- |
| **OBJECTIVE**: |

To work and be associated with a well established company where I can use my extensive experience, skills and abilities to share in the achievement of the company’s Objectives, Goals and Success.

|  |
| --- |
| **EDUCATIONAL ATTAINMENT:** |

Bachelor of Science in Computer Science (2005)

**University of Baguio**

 Baguio City, Philippines

|  |
| --- |
| **PROFESSIONAL EXPERIENCE:** |

Position : C Store Shift Supervisor

Employer : **Distribution**

Abu Dhabi, UAE

 August 2007 – present

**Duties and Responsibilities:**

* Front line staff in attending customer’s satisfaction needs and inquiries.
* Handles Rooster and assigning key roles for staff, store cash registers, receiving deliveries and shift sales, Daily Sales and Summary Reports, Bank Deposit.
* Monitors product, Stock Audit, merchandising displays and expiry dates, purchase product orders.
* Encode invoices and Return notes received from suppliers into the Oracle system and Hand held Terminal, Ensure proper Documentation, Inventory, Sales, Stock reports and proper filling of records.
* In charge in conducting training of newly hired staff.
* Performs additional task assigned by superiors.

Position : Customers Technical Service Assistant

Employer : **PT&T Click and Call**

SM City Baguio, Philippines

 January 2005 – October 2006

 **Duties and Responsibilities:**

* Serves as Front Liner, Assist customer needs.
* Pc assembly, Install windows application hardware and software.
* Maintaining Computer Systems, making sure computers running smoothly.
* Performs other related functions as maybe required from time to time.

|  |
| --- |
| **TECHNICAL SKILLS:** |

40 wpm typing speed with 98% accuracy.

Operating System: Win98, Win2000, WinNT, Win Xp, Vista, Win7, Ubuntu11.1linux

Proficient in MS Office Applications.

Trouble Shooting: Computer Hardware & Software, PC Assembly and configure.

|  |
| --- |
| **QUALIFICATION:**  |

* + - Concrete experience in performing Administrative task.
		- Friendly, Fast learner, creative, flexible, resourceful, dependable, organized.
		- Positive working relationship with all personal on all levels, both with the company and friends.
		- Analytical problem solving and decision making skills.

|  |
| --- |
| **PERSONAL INFORMATION:** |

Date of Birth : February 3, 1980

Birthplace : Baguio City, Philippines

Age : 37

Civil Status : Married

Citizenship : Filipino

Height : 5’ 4’’

Weight : 121 lbs.

I hereby certify to the correctness and truthfulness of the above information.