****

Contact HR Consultant for CV No: 2052372

* Nationality: **Filipino**
* Visa Status: **Tourist Visa**

**OBJECTIVE**

To work in an organization seeking for a position commensurate with my work experience where I can improve my skills and to pursue a rewarding career in your company to offer and dedicate my service to be a member of your efficient staff invaluable experience and opportunities for professional growth.

**HIGHLIGHTS OF QUALIFICATIONS**

* Conscious on quality oriented task and willing to learn new sets of ideas.
* Practice good patient handling, establishing rapport and rendering best care to clients.
* Quick leaner who can rapidly master all aspect of job with limited training.
* Dedicated individual: reputation for consistently going beyond what is required.

**TECHNICAL QUALIFICATIONS**

* Microsoft (MS) Office / MS Words & Windows Typing Skills
* Internet & Email Operation / Good communication skills
* Knowledgeable in the chosen profession and still eager to learn more things.

**WORK EXPERIENCE**

Department:**Mayor’s Office**

Position: **Encoder/Clerical support**

Year: **March, 2011- May, 2012**

Location: **Municipal Government of Sta. Cruz Sta. Cruz, Laguna.**

**DUTIES AND RESPONIBILITIES**

* Answer or redirect general inquiries in person, by telephone or email.
* Take and forward messages using multi-line telephone.
* Distribute incoming mail and faxes.
* Maintain confidential filing system for client files, using Client Information System (CIS)

**WORK EXPERIENCE**

Department: **Rusty Lopez Boutique**

Position:**Sales Associate**

Year: **August, 2012 – September, 2013**

Location: **Calamba City. Laguna, Philippines**

**DUTIES AND RESPONIBILITIES**

* Greeting customers who enter the shop.
* Be involved in stock control and management.
* Assisting shoppers to find the goods and products they are looking for.
* Stocking shelves with merchandise.
* Answering queries from customers.
* Reporting discrepancies and problems to the supervisor.
* Giving advice and guidance on product selection to customers.
* Dealing with customer refunds.
* Keeping the store tidy and clean.
* Responsible dealing with customer complaints.

**EDUCATIONAL BACKGROUND**

Education Level **Undergraduate**

Course: **Computer Secretary**

School/University: **Philippine Women’s University**

Year: **2007**

High School **Paete Laguna**

School/University: **Liceo de Paete**

Year: **2005**

Elementary **Paete Laguna**

School/University: **Paete Elementary School**

Year: **2001**

**PARTICULARS**

Date of Birth**: February 9, 1989**

Place of Birth**: Pakil Laguna**

Age: **26 years old**

Weight: **70 lbs**

Height: **4’11**

Civil Status: **Single**

Language: **Filipino, English**

Gender: **Female**

Religion: **Catholic**