

**ROWENA**

**ROWENA.342732@2freemail.com**

**CAREER OBJECTIVE:**

Seeking a secretary position where my excellent communication skills, computer software knowledge and organizational abilities that will be helpful in contribute to the development of the organizational with impressive performance.

**SKILLS:**

* Competent communication skills.
* Expertise in computer knowledge and skills in Microsoft office, Microsoft Excel, Microsoft Outlook, Microsoft Access and Microsoft PowerPoint
* Responsible and Hardworking.
* Admin-in charge

**PERSONAL DATA**

Age: 30 years old

Date of Birth: August 20, 1986

Place of Birth: Binmaley,Pangasinan Philippines

Religion: Roman Catholic

Citizenship: Filipino

Gender: Female

Language Spoken: English, Tagalog, Pangasinan

Height: 5’6ft

Weight: 49kilos

**EMPLOYMENT RECORD:**

**Fashion Consultant/ KOTON**

**Admin Landmark International LLC.**

 **Dubai, United Arab Emirates**

 **November 16, 2014 – March 25, 2017**

 **•** Operate as a cashier and be consistently accurate in money handling.

 **•** Attend to the customer’s need and build a loyal customer base.

 **•** Responsible for maintaining excellent customer relations, sales associates generate sales,

organize merchandise, and provide an overall friendly environment for both customers and employees.

• Must be flexible enough on timing and for supporting other stores if needed.

• Must be aware of any promotional deals or other marketing strategies that may increase

profitability for the store.

• Responsible in Admin works/paper works in the stores to help achieve high grades in

audit. Doing weekly and daily reports on what’s the achievement of the store, responsible in doing attendance to sent for finance for monthly cut off.

* Coach Buddy of the staffs, which trained them and guide them for the daily task.

**Sales Associate/Cashier** **FUNKY FISH**

 **Landmark International LLC.**

 **Dubai, United Arab Emirates**

 **April 2, 2013 – November 15, 2014**

* Responsible for maintaining excellent customer relations, sales associates generate sales, organize merchandise, and provide an overall friendly environment for both customers and employees.
* Keep track of the sales floor and decide whether to stock shelves, check inventory, or assist customers in finding a particular product.
* Must be aware of any promotional deals or other marketing strategies that may increase profitability for the store.
* Deal with all enquiries in a professional and courteous manner, in person, on the telephone or via e-mail.

**Secretarial Dagupan Village Hotel**

 **Dagupan City, Pangasinan**

 **Philippines 2417**

 **December 20, 2010- January 10, 2013**

* Prepared and organized paperwork and other materials as needed for meetings, conferences, travel arrangements and expenses reports.
* Maintained office scheduling and event calendars.
* Composed, typed and distributed meeting, agendas and minutes, routine correspondences and reports.
* Set up and handled incoming mail and office filing systems.
* Collected and coordinate the flow of internal and external information.
* Managed office equipment and office space.
* Established the administrative work procedures for tracking staff’s daily tasks.
* Coach Buddy of the staff, which trained them and guide them for the daily task.

**EDUCATIONAL BACKGROUND:**

TERTIARY: Bachelor of Science in Nursing

 University of Luzon

 (2008-2010)

 (2003-2005)

 Dagupan City, Pangasinan Philippines

SECONDARY: Binmaley Catholic School

 Binmaley, Pangasinan Philippines

 (1999-2003)

PRIMARY : Sto. Nino KindergardenSchooBinmaley, Pangasinan

Philippines

I hereby certify that the above mentioned data are true and correct to the best of my knowledge.