**ANGELA**

**Email Add:** angela.342944@2freemail.com

To obtain challenging position that will provide opportunities where I could enhance my knowledge and skills and acquire new once.

**WORK EXPERIENCE**

**March 16, 2017 to December 2017**

**Balqees Fashion Design LLC (Raffles Dubai Hotel)**

**Sales Associates/Cashier**

* Balqees Fashion Design is a boutique located in Raffles Dubai Hotel where we are selling Abayas, Jalabeyas, Gowns, Dresses, Perfume and other souvenir from Raffles, we have also regular customer, as a Sales Associates I am responsible to assist each customer for their needs, I am taking their size if they want to order of our some abayas, gowns or dress, I am receiving payments weather cash or card, I am encoding some Petty Cash, I do the daily report and monthly report, I am also in charge depositing our daily sales on bank, and also I am the one who posting and monitoring our account in Facebook and Instagram if we have new Design.

**November 5, 2014 to August 12, 2016**

 **Pegatron Corporation (Taoyuan City, Taiwan R.O.C)**

 **Office Assistant/Factory Worker**

* Pegatron Corporation is a Factory company in Taiwan where they are manufacturing Computer Hardware, Television, and Mobile Phone. As Office Assistant I am assisting my supervisors for their other paper works like encoding invoices, scanning and printing some documents, arranging files, downloading daily, monthly, and weekly report and preparing other reports, I also encoding over time of my co employee, I am responsible in cleaning our office and serve some drinks/coffee to my supervisors. After my work at office, I also help in packing division at the production area where we pack our product (apple motherboard).

**August 6, 2012 to September 14, 2014**

 Market Strategic Firm Incorporated

 SM City Fairview (Fairview Quezon City)

 Sales Assistant/Customer Service Assistant

* As Sales Assistant I am demonstrating good product knowledge to customers on key promotions and offers. Approaching customers that may require assistance. I also carrying out stock replenishment. As Customer Service Assistant I am providing a friendly and helpful service to customer, I am receiving payments of their bills like electronic bills, water bills, and credit card bills, we also sell prepaid cards and we have money remittance called Smart Padala which customer can send and received money to us, at the end of the day we need to do some reports like balancing daily transaction and preparing daily reports.

**May 10 2009 to June 13, 2012**

 **M. Lhuillier Financial Service Pawnshop Inc.**

 **Cauayan Isabela Philippines (based branch)**

 **Teller, Appraiser and Vault Custodian**

* As Teller I assist clients in sending and claiming money, I appraise pawned jewelries through SOP and as vault custodian I am responsible for the content of the vault, at the end of the day we need to do some reports like balancing daily transaction and preparing daily reports, monthly reports, I am also part of an Organization in our company called OPEC (Organizational Productivity Enhancement Committee) as Treasurer.

**SEMINARS ATTENDED:**

Anti – Money Laundering Jan 11-14 2011 Heart Tower, Makati,Philippines

Kwarta Padala Seminar Jan 11-14 2011 Heart Tower, Makati,Philippines

Appraisal Oct 3-5 2011 Ivory Hotel, Tuguegarao,Phil.

Counterfeit Jan 29, 2012 Heart Tower, Makati,Philippines

Work Ethics July 4-5 2012 Ivory Hotel, Tuguegarao,Phil.

**EDUCATION**

Bachelor of Science in Information Technology

Isabela State University-Cauayan Campus, Isabela Philippines

June 2005-April 2009

**KEY SKILLS­­­:**

* Excellent communication skills and interpersonal skills
* Keen to details
* Highly organize
* Computer literate(Microsoft Office: Word, Excel, PowerPoint)
* High sense of responsibility
* Excellent in Multi-tasking
* Customer Oriented
* Well organized & Enthusiastic
* Team Player

**PERSONAL INFORMATION**

Name: Angela

Nickname: Gela, Gel

Sex: Female

Date of Birth: February 25, 1988

Place of Birth: San Fermin Cauayan City, Isabela

Citizenship: Filipino

Religion: Christian

Height: 5 feet, 3 inches

Status: Single

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

 **Angela**

Applicant