**Maria**

C/o- +971505891826

[maria.343502@2freemail.com](mailto:Mariapaulaarias36@yahoo.com)

**OBJECTIVE:**

To obtain a full time position in a multinational which offers a professional working and enables me to grow while meeting the corporation’s goal.

**SKILLS:**

Computer: Familiarity with Microsoft word, excel and powerpoint

Languages: Tagalog (native), English (fluent)

Enthusiastic, quick to learn with good interpersonal and organizational skills, Have a high sense of responsibility, good oral and written communication skills, creativity, marketing skills, and interpersonal skills.

**EDUCATION:**

***VIRGEN MILAGROSA UNIVERSITY FOUNDATION***

San Carlos City Pangasinan, Philippines

Bachelor of Science in **BUSINESS ADMINISTRATION**major in **MARKETING MANAGEMENT.**

June 2009-April 2013

**Honors and Awards:**

Dean’s List

**VMUF** Drum and Bugle Corps scholar June 2009-April 2013

**Activities:**

**VMUF** Drum and Bugle Corps President June 2012-June 2013

Coordinates with the school president regarding DBC engagements

Organized band events including regular band get together and special occasions such as Christmas.

Attends seminars and meetings regarding DBC competition and incoming engagements.

**WORK EXPERIENCE:**

Company: **Optis Philippines Inc.**

Gateway, Manggahan General Trias, Cavite, 2428 Philippines

**Administration Officer-Human Resources (RECRUITMENT)**

Company: **Emirates Fast food-McDonalds UAE**

Al WaselCoop (54069)

**STORE ACTIVITY REPRESENTATIVE**

January 2014 – January 2017

**SEMINARS ATTENDED:**

* **Entrepreneurship Seminar**

October 4, 2011

**VMUF**San Carlos City Pangasinan, Philippines

* **Building Wealth from Stock**

March 2, 2012

**VMUF** San carlos City Pangasinan, Philippines

* **Self Employment Workshop**

March 21, 2012

**VMUF** San Carlos City Pangasinan, Philippines

* **Go NegosyoYoug Entrepreneurship**

August 31, 2012

University Of PangasinanDagupanPangasinan, Philippines

* **Job Application Lecture 2013**

March 02, 2013

**VMUF** San Carlos City Pangasinan, Philippines

* **Natasha Beauty make up personality Development**

March 22, 2012

**VMUF** San Carlos City Pangasinan, Philippines

**PERSONAL INFORMATION:**

Date of Birth : September 2, 1992

Place of Birth : San CarlosCity,Pangasinan

Age : 24 y/o

Height : 5’1

Weight : 50 kilos

Civil Status : Single

Citizenship : Filipino

Language : English,Tagalog

I HEREBY *certify that above information are true and correct to the best of my knowledge and belief.*