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CARISSA

C/o- +971 505891826

Carissa.344025@2freemail.com

**CAREER OBJECTIVE:**

To seek and build a long-term career with opportunities for professional advancement; a career that will allow me to utilize my skills, knowledge, experience, and gain opportunities for professional advancement.

**WORK EXPERIENCED:**

On-the-Job Training

**LAND BANK OF THE PHILIPPINES**

Bataan-Zambales Lending Center San Ramon, Dinalupihan, Bataan, Philippines

-Customer Associate (April-May 2013)

**Job Description:**

Ensures excellence in customer service through full disclosure of the features, terms and conditions of our products and services that complies with all laws and rules of government regulatory bodies.Providing timely financial and technical support for our mandated clients and make pertinent product and service information easily available to them.

**REPUBLIC PAWNSHOP CORP. (Henry Lhuillier Pawnshop Inc.)**

(Pawnshop/Jewelry Sales/Money Remittance, Insurance)

40 Canda St., East BajacBajac, Olongapo City, Zambales, Philippines

-Front Teller/Customer Service Representative (May 2014 to December 2015)

**Job Description:**

Receives and pays out money, keeping records of money and negotiable instruments involved in performing various financial transactions. Counts cash drawer upon opening to verify amount; ensures enough cash is kept in drawer for daily needs by ordering from vault.Attracts potential customers by answering product and service questions; suggesting information about other products and services. Identifying and assessing customers’ needs to achieve satisfaction.

**NOZOMI FORTUNE SERVICES INC.**

Subic Bay Freeport Zone,Zambales, Philippines

-Shipping (January-November 2016)

**Job Description:**

Preparing Sales Invoice and Packing List, make arrangements for shipment pick-up. Ensures that all shipments are sent out in a timely fashion and record all shipping data in predefined databases.Negotiating with the clients and carriers regarding the shipments and keeping the good relationship to them. Updating product price and purchase order numbers through software.

**QUALIFICATIONS:**

• Hard worker, quick learner, and responsible.

• Works well independently.

• Demonstrates ability to grasp on job demands and new challenges.

• Enthusiastic, dependable, self-motivated.

• Organized, productive, and a team player with strong communication, time management, analytical and problem solving skill.

• Relates and collaborates well staff and colleagues.

• Proficient in use of computer and other office equipment.

**EDUCATION:**

***TERTIARY:***

**(BSBA) Bachelor of Science inBusiness Administration Major in Marketing Management**

**COLLEGE OF SUBIC MONTESSORI**

Sta. Isabel, Dinalupihan, Bataan, Philippines

2010-2014

***SECONDARY:***

**BASA AIR BASE HIGH SCHOOL**

Basa Air Base Floridablanca, Pampanga, Philippines

2009-2010

**PERSONAL INFORMATION:**

Birth Date : November 08, 1993

Birth Place : San Simon, Dinalupihan, Bataan, Philippines

Height : 5’3”

Weight : 60 kg.

Civil Status : Single

Religion : Roman Catholic

Nationality : Filipino

**CHARACTER REFERENCE:**

*Available upon request.*

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