***Katrina***

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***Professional Profile***

***Educational Qualification***

BACHELOR’S DEGREE

**BACHELOR OF SCIENCEIN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT AND ACCOUNTING**

TARLAC STATE UNIVERSITY, TARLAC CITY PHILIPPINES

2006-2011

**STATUS**

VISIT VISA

Al Qusais 1 Dubai

A high achieving and self-motivated professional with a very successful track record of service delivery across many business lines and functions. My track record demonstrated delivering outcomes and value in multi discipline and multi culture teams that entailed dealing with complex commercial, technical, operational and people issues. At the core of this is my ability to communicate effectively at all levels of organizations

**NATIONAL IRRIGATION ADMINISTRATION**

**CAMILING, TARLAC**

Assistant Cashier

March – April 2009(summer job)

**Duties and Responsibilities:**

* Encoding.
* Doing Office Works.
* Receiving payments from the clients.
* Assisting the Cashier with accounting and financing duties such as preparing the checks and payrolls for the employees

**TRAVELLERS HOTEL GROUP INTERNATIONAL**

**Table Games Department-Casino Dealer**

**August 2011-December 2013**

***Personal Details***

Date of Birth: Oct. 17, 1989

Height: 5’7’’

Weight: 135 lbs.

Nationality: Filipino

***Knowledge, Abilities & Skills***

**Proficient in the following:**

* MS Word, MS Excel, MS Powerpoint and the Internet
* Multitasking
* Oral and Written English Communication.
* Providing Good Customer Service.
* Handling Customer Queries in a Professional Manner
* Ability to work independently or as part of team
* Ability to work under pressure
* Showing a positive attitude towards work

***Language Spoken***

English and Filipino

**EVER BILENA COSMETICS**

**DSS MULTI-PURPOSE COOPERATIVE**

Beauty Advisor/Consultant

January 2016-July 2016

**Duties and Responsibilities:**

* (SALES FOCUS)Achieve the sales target and focus in increasing sales by using advance sales techniques.
* (CUSTOMER FOCUS)Communicate with customers to assess their needs and providing assistance in satisfying those needs and meeting or surpassing customer’s expectations.
* (STOCK REPLENISHMENT)Ensure stock replenishment at all times.

**Duties and Responsibilities**

* Exchange paper currency for playing chips
* Stand behind a gaming table and deal the appropriate number of cards to each player
* Check to ensure that all players have placed bets before play begins
* Deal cards to house hands, and compare these with players’ hands to determine winners
* Pay winnings or collecting loosing bets as established by the rule and procedures of a specific game