# [APRIL.348164@2freemail.com](mailto:APRIL.348164@2freemail.com)

# CAREEROBJECTIVE:

To find a position in a successful business establishment where my knowledge, skills, drive, and ability to learn can be articulated and demonstrated and where hard work and contributions are rewarded with the opportunity for advancement

# KEY SKILLS ANDABILITIES:

* People and service oriented
* Able to work independently and in a team

**MS. APRIL**

KNOWLEDGE OF

**Costumer service**

**Cashing up procedures**

**Up selling**

**Promoting new product**

**Report Writing.**

* Ability to adjust and cope with changing work condition and situations
* Proficient in MS Office, Applications such as Word, Excel and power point
* Can work on extend hours.

CERDENA

# WORKEXPERIENCES:

* **Receptionist**  ACTION HOSPITALITY

October2016 to Saif Zone, Sharjah U.A.E

April 2015

* **Waitress**  HOLIDAY INTERNATIONAL April 2015 to BuhairaCorniche, Sharjah U.A.E

September 2016

* **Cash Controller** BURGER KING COMPANY September 2012 to Dubai Airport, U.A.E

September 2014

* **Document Controller** IIEE CompanyOctober 2011 to Manila,PhilippinesAugust 2012
* **Costumer Service**Ever Plaza Inc.

September 2011 Manila, Philippines

September 2010

# Teacher/Educator Maranatha School June 2008 Quezon City,Philippine March 2010

# EDUCATIONALBACKGROUND:

**PERSONALDATA:**

**Birthdate: April 17, 1987**

**Gender: Female**

**Civil Status: Single**

**Nationality: Filipino**

Fluent in Speaking and Writing, English and Filipino Language.

# Tertiary: National Christian Life College

# Bachelor of Elementary Education (B.E.Ed.)

# 2004-2008

# Secondary: Sta. Lucia High School

**Manila, Philippines**

**2000-2004**

CHARACTER REFERENCE

Available upon request