**MIA**

**Mia.359619@2freemail.com**

**OBJECTIVE**

*“To be employed in an organization where there is challenging opportunity for growth and be able to put into practice all the knowledge I have acquired from my previous works and from my years of studying in college, especially in providing good relationships with customers and coworkers.”*

**HIGHLIGHTS OF QUALIFICATIONS**

*A conscientious worker who is always willing to go the extra mile by being both professional and trustworthy. Known as a hard worker committed to the efficient completion of challenging subjects within deadlines. Proven ability to resolve problems and follow through effective, well- organized and fast paced work environment.*

**WORK EXPERIENCE**

**Laveillie Interior Design (Al Ain, U.AE)**

***Sales Representative cum Secretary (May 2016- present)***

* Works hard towards consistently achieving and exceeding monthly sales targets to ensure accomplishment of the overall company’s target.
* Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
* Open, read, route, distribute incoming mail and other material, and prepare answers to routine letters.
* Managing the daily /weekly/monthly agenda and new meetings and appointments.
* File and update contact information of employees, customers, suppliers, and external patterns.
* Check frequently the levels of office supplies and place appropriate orders
* Develop and maintain a filing system to ensure the completion of regular reports.

**Duty Free Philippines**

**Ninoy Aquino International Airport (NAIA), Pasay City Philippines**

***Beauty Advisor / Brand Ambassador (December 2014 – January 2016)***

* Assist customers finding products that meet their needs by giving makeovers or products demonstrations.
* Maintain the brand value by having knowledge about chemicals and herbs used in the products in order to convince people in a better way.
* Discuss beauty regimens in order to understand skin care problems and offer appropriate product solutions.
* Ensure that all products are continuously in stock and maintained in compliance with the hygiene standards by daily checking of its cleanliness and orderliness.

**Taal Water District (Batangas City Philippines)**

***Front Desk / Receptionist (May 2013 – October 2014)***

* Greet visitors and callers, handle their inquiries and direct them to the appropriate persons according to their needs.
* Maintain safe and clean reception area by complying with procedures, rules and regulations.
* Answer incoming and outgoing calls together with incoming and outgoing mails by drafting correspondence, securing parcels etc.
* Maintain continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.

**EDUCATIONAL BACKGROUND**

Associate in Hotel & Restaurant Managements

Lemery Colleges, Lemery Batangas

Year Graduated: March 2013

**TRAININGS ATTENDED**

* **Microtel Hotels & Resorts – Eagle Ridge, Cavite**

Cavite, Philippines

October 2011

* **Alpha Hotel**

Batangas City, Philippines

October- November 2012

**PERSONAL INFORMATION**

Date of Birth :           November 5, 1994

Civil status :           Single

Citizenship :           Filipino

Religion :          Roman Catholic

I hereby certify that the above information is true and correct with the best of my knowledge and ability. References Available upon request.