**RELI ANJO**

[**Relianjo.359771@2freemail.com**](mailto:Relianjo.359771@2freemail.com)

**TO: HR MANAGER**

Dear Sir / Madam,

Good day.

I have learned that your company is in need of applicants. Relative to this, please find my Curriculum Vitae and if my humble qualifications measures up to your standards, I am willing to undergo and subjected to your normal process of recruitment to be considered for a position where I may qualify.

Also, I would like to mention that I am available for immediate employment. I am striving to meet and surpass your challenges. I am hardworking, trustworthy, independent and self-motivated person. I can be a great asset to your team, and be a great factor surpassing your company’s goal. I can definitely offer you longevity.

I look forward to hear from you to schedule an interview at your convenience, which I hope to learn more about your company, its plans, and goals and how I might contribute for its success.

Thank you very much for taking time to read my curriculum vitae. I am looking forward for a favorable response.

Sincerely,

Leslie Brillantes Salvatierra

Applicant

**TO: HR MANAGER**

Dear Sir / Madam,

Good day.

I have learned that your company is in need of applicants. Relative to this, please find my Curriculum Vitae and if my humble qualifications measures up to your standards, I am willing to undergo and subjected to your normal process of recruitment to be considered for a position where I may qualify.

Also, I would like to mention that I am available for immediate employment. I am striving to meet and surpass your challenges. I am hardworking, trustworthy, independent and self-motivated person. I can be a great asset to your team, and be a great factor surpassing your company’s goal. I can definitely offer you longevity.

I look forward to hear from you to schedule an interview at your convenience, which I hope to learn more about your company, its plans, and goals and how I might contribute for its success.

Thank you very much for taking time to read my curriculum vitae. I am looking forward for a favorable response.

Sincerely,

**Reli Anjo**

Applicant

OBJECTIVE

To become part of result oriented and highly successful team which offers professional development and growth potential and to further build upon my academic training and experience to benefit the employer and advance my career.

AREA OF EXPERTISE AND SPECIALIZATION

Highly organized and dedicated with a positive attitude towards work and can handle multiple assignments under high pressure and consistently meet tight deadlines. Have excellent written, oral and interpersonal communication skills. Thrive on working in a challenging environment. Ability to learn quickly.

WORK EXPERIENCES

**DATA ENTRY CLERK**

**Day to Day General Trading LLC.**

**Al Fahidi Branch, Dubai U.A.E**

**December 2012 to January 2017**

**DUTIES**

* Prepared documents for data entry
* Compare data with source documents or re-enter data in verification format to detect errors
* Compile, sort and verify the accuracy of data before it is entered.
* Locate and correct data entry errors or report them to supervisors.
* Maintain logs of activities and completed work.
* Read source documents such as cancelled checks, sales report or bills, and enter data in specific data fields or onto tapes or disk for subsequent entry using keyboards or scanners
* Ensures that confidentiality of data collected and stored are maintained
* Maintains accurate and up to date data
* Prepare source data for computer entry by compiling and sorting information, establishing entry priorities
* Perform self-audit of administration details of the Report before endorsing it to the assigned auditor
* Maintain data entry requirements by following data program techniques and procedures

**Educational Background:**

Bachelor of Science in Computer Programming

Abraham Dumlao College of the Philippines ( 2005 – 2006 )

**Personal Background:**

**Visa Status :** Tourist Visa

**Gender :** Male

**Date of Birth :** 10 July 1988

**Age :** 28 years old

**Nationality :** Filipino

* Check the information quality of documents and ensures that these are properly registered in the system
* Provide suggestions on process improvements

**WAREHOUSE ASSISTANT**

* Receiving, moving, checking and storing incoming goods
* Checking and inspecting goods received and ensuring they are of accurate quantity, type and also acceptable quality
* Maintained inventory and delivery logs
* Maintains safety of all work areas in compliance with company standard

**SALES ASSOCIATE / CUSTOMER SERVICE / STOCKMAN**

**Celine Marketing Corporation**

**Footwear, Bags, Accessories , Apparel**

**SM North Edsa Mall, Manila Philippines**

**June 2008 to September 2012**

**Duties and Responsibilities**

* Welcoming and greeting customers with smile and attending their needs politely and professionally
* Maintaining a heavy relationship with existing customers while opening up fresh customers.
* Assisting customers in finding required products among the isles of shelves
* Providing information to customer about product features and usage
* Give an alternate options to customer in case the product is not available inside the store.
* Promoted products of the store to customers and improved sales
* Responsible in receiving the incoming deliveries and outgoing
* Negotiating variations in price, delivery and specifications with managers
* Liaising with suppliers to check on the progress of existing orders
* Maintain an awareness of all promotion and advertisements
* Maintain store standard, product knowledge and good customer service in a high standard/ quality
* Recognize slow selling lines and highlight these to manager
* Achieved sales goals exactly according to company business plan