

**MARIA**

[**MARIA.361554@2freemail.com**](mailto:MARIA.361554@2freemail.com)

**OBJECTIVES:**

To land on job that would enhance my skills and knowledge and also that would give me the opportunity to grow at the same time, the security ,tenure and create a positive impact and share it to the company.

**QUALIFICATIONS:**

* Hardworking and self-discipline
* Computer literate
* Fast learner to grasp instructions accurately to perform the duties and responsibilities
* Can work under pressure and able to interact well with co-worker and management.

**EMPLOYMENT RECORD:**

**SALES /SECRETARY**

Glorious Flowers Shop

Al NAhyan Camp, Abu Dhabi

United Arab Emirates

April 2016 up to present

**Duties and Responsibilities:**

* Interaction with broad base or internal client’s timely efficient and accurate responses.
* Prepare correspondence, proposals, reports, organization charts, quotation and presentations including typing, formatting, collation and distribution.
* Make an excellent costumer service in good manners.
* Monitoring the Sales. Submit the Sales record.
* Promoting a product.
* Achieve the target market.

**SALES REPRESENTATIVE**

ASHTEL GROUP

Defense Road, Abu Dhabi

United Arab Emirates

September 2013 to February 2016

**Duties and Responsibilities:**

* Make an excellent costumer service in good manners.
* Promoting a product.
* Achieve the target market.

**EDUCATIONAL ATTAINMENT**

**SECONDARY:**SAN FRANCISCO NATIONAL HIGH SCHOOL

San Francisco Talisay, Camarines Norte

(2008)

**PRIMARY:** M.CACHO ELEMENTARY SCHOOL

San Jose, Talisay,Camarines Norte

(2004)

**PERSONAL DETAILS:**

* Nationality : Filipino
* Visa Status : Employed Visa(Employer is willing to cancel it)
* Religion : Roman Catholic
* Marital Status : Single
* Language : Tagalog, English And Arabic
* Height : 5 ft. and 5 inches
* Weight : 56kl

**I hereby certify the correctness of all above written information to the best of my knowledge and abilities. Waiting for your favorable response.**