

**MARIA**

**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.**