**First Name of Application CV No 218322**

Whatsapp Mobile: +971504753686



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**OBJECTIVE :**

To be able to work and share my knowledge and experience in any field and to help the organization in achieving its goal through hard work, loyalty and dedication.

**QUALIFICATIONS :**

* Hardworking.
* Remarkable ability to stand, sits and walks for long periods without getting tired.
* Good communication and interpersonal skills.
* Ability to learn quickly and apply the same effectively and efficiently.
* Ability to work under pressure.
* Able to manage multiple tasks and meet deadlines, fast learner and flexible.

**WORK EXPERIENCE:**

**Position : Receptionist cum Secretary**

**Employer: Noor Alhayat Wedding Services LLC**

**Dubai , UAE**

**July 25,2013 to July 25,2015**

**Duties and Responsibilities:**

* Answer telephone system for purpose of screening calls, transferring calls, responding inquiries and taking messages.
* Greet individuals entering the Office.
* Perform general secretarial and clerical functions (answering emails,copying, faxing,data entry, filing, etc.) for the purpose of supporting office operations.
* Ensuring meetings are effectively organized.
* Booking rooms & travel arrangements.

**Position : Cashier**

**Employer : Natures Village Resort**

**Talisay Negros Occidental Philippines**

**3 years**

**Duties And Responsibilities:**

**.** Receive payment by cash,check, credit cards vouchers.

**.** Issue receipts,refunds , credits or change due to customers.

. Count money in cash drawers at the beginning of shifts to ensure that

amounts are correct.

**.** Pay company bills by cash or checks.

**.** Compute and record totals of transactions

**Position: Sales Promodiser**

**Employer: Gaisano Guanco**

**Iloilo City, Philippines**

**2 Years**

**Duties and Responsibilities:**

**.** Ensure the achievement of sales targets.

**.** Responsible for timely and proper display and replenishment of

merchandise.

**.** Receives and check accuracy of all products deliveries and reports

discrepancies immediately.

**.** Conduct inventory as scheduled.

**.** Indentify and segregate items for pull-out damage , dirty etc.

**.** Maintain orderliness and cleanliness at the selling & stockroom area.

. Prepare and submit accurate reports on time.

**.** Provides fast, efficient and courteous service at all times to

Customers.

**EDUCATION:**

**College –** Secretarial – Modular Computer

Victory Business College

Bacolod City, Philippines

* Commercial Cooking NC11

University Of St. La Salle

Bacolod City, Philippines

**Secondary –** Rafael B. Lacson Memorial High School

Graduate

**Elementary-** Ester A Araneta Elementary School

Graduate

**PERSONAL INFORMATION**

Date of Birth : June 9, 1980

**Nationality**  : Filipino

**Language :** English, Tagalog