**First Name of Application CV No 218322**

Whatsapp Mobile: +971504753686



To get contact details of this candidate Purchase our CV Database Access on this link.

<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>

**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