Rica

Rica.362164@2freemail.com

Visa Status: **Resident (transferrable)**

Career Objective:

A confident, highly resourceful and reliableBachelor of Arts Degree, who is seeking for challenging job utilizing my education, a position where I can be at my best and help the company meets its goal and expectation.

**Work Experience:**

**Local Store Marketing Representative-Customer Care**

 **November 2014 – May 20,2017 Last Day (end of contract)**

 **McDonalds Food Corporation (emirates fastfood llc)**

**Abu Dhabi**

* Proven ability to answer customer’s questions and give information regarding the businessprocedures and policies in an exact and customer-friendly way.
* Doing Customer Relations, new promotions, functions and party needs
* Efficient food and beverage services to the guests.
* Attend and respond to guests’ needs promptly and professionally.
* Undertakes Clerical duties such as reports, daily inventories, sales, targets and guest count.

**Quality Control Personnel**

**December 20, 2013 – October 16, 2014**

**Liwayway Marketing Corporation**

**Manila, PH**

* Approves finished products by confirming specifications; conducting visual and measurement tests; returning products for re-work; confirming re-work
* Documents inspection results by completing reports and logs.

**Administrative Assistant**

**November 28, 2012- November 16, 2013**

**Manila Electric Company**

**Manila, PH**

* Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
* Provides information by answering questions and requests..
* Completes operational requirements by scheduling and assigning administrative projects; expediting work results.

**Educational Background:**

* **Tertiary**

(**B.A**) **Bachelor of Arts in Communication**

**National College of Science and Technology**

**Aguinaldo Hi-way Amafel Bldg. Dasmarinas Cavite PH.**

June 8,2008 – March 28,2012

**Qualifications and Skills:**

* Goal driven
* Above average oral and written communication skills both in English and Filipino and basic Arabic.
* Good communication skill and personality.
* Ability to listen analytically and act accordingly.
* Pleasing personality to interact with customers enthusiastically.
* Flexible and quick learner.
* Dedicated and hard worker.
* Able to handle customer complaints effectively.
* Ability to work under pressure with minimum supervision.
* Computer Literate (Microsoft office, Internet Browsing)

**Personal Information:**

Citizenship : Philippines

Date of Birth : 31/10/1989

Weight : 60kg

Height : 5’2ft

Gender : Female

Marital Status : Separated

Religion : Roman Catholic

DECLARATION:

I hereby certify that the above information is correct and true to the best of my knowledge and beliefs.