***Ms. Angelica***

**

***Angelica.362196@2freemail.com***

***OBJECTIVE:***

 ***To be connected with an establishment where my knowledge and skills can be utilized effectively and whatever the things that I had learn from my past job can be apply in the new work and help the company to achieve better future for me and the company. Willing to be train and learn more things to help the company’s success.***

***QUALIFICATION:***

* ***Adaptable,open to working shifting schedules and thrive in team environment.***
* ***Hardworking,work oriented and trustworthy.***
* ***Possess initiative with positive attitude.***
* ***Have dedication and passion to work.***
* ***Willing to be trained and can work under pressure.***
* ***Ability to complete and accomplish tasks and assignments.***
* ***Ability to establish and maintain strong working relationships with management and staffs.***

***WORKING EXPERIENCE:***

***Al Hilal Insurance Brokers LLC – Qasimiyah Sharjah***

***December 2014 – September 2016***

***Sales Clerk***

* ***Politely and friendly in answering all incoming calls for Motor Insurance inquiry and assist direct customers.***
* ***Give some ideas of all Rates from all the Insurance Company to the client so they can choose which one is suitable for them.***
* ***Monitoring of supplies( cards and booklets )including request for the same if out stock.***
* ***Arranging all deliveries,follow-up of pending payments and collection.***
* ***Maintain the general filling system and file all correspondence.***
* ***Handling petty cash and in charge of inventory for office supplies.***

***Shoe Mart Department Store - San Fernando Pampanga and Clark***

***December 2010 – June 2014***

***Sales Clerk / Merchandiser***

* ***Greeting and always being polite and friendly on assisting customers in all the things they needed before and after sale.***
* ***Introducing the products to the customers and giving them idea and convince them to buy the product we are selling.***
* ***Giving assurance that the product that we are selling are good and can be helpful in their daily living.***
* ***Arranging and placing new products on the display area to attract more customers and to introduce new arrival products.***
* ***In charge of inventories and prevent the cleanliness of the store.***
* ***Assisting customers to find specific items and inform them about the current sales and promotions.***
* ***Always being attentive and flexible on all tasks of work to help other station if ever some of my co-worker were not around.***
* ***Assisting in other area of stores, such as cleaning up, shelf stocking or keeping merchandise displayed in an orderly manner.***
* ***Helping the customer or return and exchange purchases,double check the product and inform the department manager for approval.***
* ***Always being polite and friendly to customers so they will keep on patronizing the product and store.***

***A.S.E (Advance Semi-Conductor Engineer Incorporated)Chungli Taiwan***

***August 09, 2007 – August 02, 2010***

***Operator***

* ***Always maintaining the quota to avoid rushing when new orders will come.***
* ***Making data sheet of the product in an organized procedure.***
* ***Ensure the accuracy of the product and avoid mistakes and once it happened it should be reported immediately to the higher management.***
* ***Monitoring the machines before processing the product to avoid any mistakes and misplacing of products.***
* ***Following all the rules and regulations of the company to avoid repeating of work.***
* ***Maintain the cleanliness of the department and inform to the reliever the pending item inside the machine especially the condition of the machine.***

***EDUCATIONAL BACKGROUND:***

***Market Trader Academy: Short Cources and Training - Garhoud United Arab Emirates***

 ***Customer Service and Personality Development 2016***

 ***Basic and Advance Accounting 2016***

 ***Quickbooks 2016***

***Secondary : Betis National High School - Betis Guagua, Pampanga***

 ***2002 – 2003***

***Primary : Sta. Ursula Elementary School - Betis Guagua Pampanga***

 ***1998 – 1999***