

**CHARISMAE**

[**CHARISMAE.363537@2freemail.com**](mailto:CHARISMAE.363537@2freemail.com)



**Age:** 23 years old

**Birthdate:** May 3, 1993

**Citizenship:** Filipino

**Birthplace:** Matalom, Leyte, Philippines

**Civil Status:** Single

**Religion:** Catholic

**Visa Status**: Tourist Visa

**Educational Attainment:**

**MLG COLLEGE OF LEARNING**

**Course:** Computer Programming

Atabay Hilongos Leyte 6524, Philippines

**Secondary:** Matalom National High School

Matalom, Leyte, Philippines

**Primary:** Sta. Fe-Itum Elem. School

**CAREER OBJECTIVES:** To join an organizationwherein my educational training & qualification will contribute to the growth of the company and work in various field to further enhance my knowledge and abilities in the future.

**Career History:**

***Part-time Job:***

**AL WAHDA DENTAL LABORATORY**

Opposite Al Buheira Police Station, Al Madina

Hypermarket, Sharjah, UAE

**Designation**:Secretary

**MANILA TOURISM TRAVEL AGENCY**

Al Qasimiya Street,Yarmook, Sharjah, UAE **Duration:** August 2015–March 2017

**Designation:** TravelAgent

***Duties and Responsibilities:***

* Promoting and marketing the business
* Dealing with customer queries and complaints
* Providing advice about visas or passports
* Recruiting, training and supervising staff
* Managing budgets
* Maintaining statistical and financial records
* Planning
* Handling all the cash transaction.
* Selling holidays and insurance
* Meeting profit or sales targets
* Preparing promotional materials and displays

**ADIDAS OUTLET**

Rizal Highway, Subic Bay Freeport Zone, Philippines

**Duration:** May 2014 - May 2015

**Designation:** Sales Associate

***Duties and Responsibilities:***

* Answer and respond to customer inquiries
* Assist customers in locating the merchandise they need.
* Handle refunds, returns and exchange of merchandise.
* Follow check list after opening and before closing the shop.
* Handling all the cash transaction.
* Checking daily cash accounts guiding and solving queries of customer.
* Checking the inventory with physical counts of stock on actual daily basis, adjusts errors or investigates & report reasons for discrepancies if any.
* Assist in stockings shelves, rotating merchandise and marking prices.
* Providing training and assistance to new joined cashier

***Seminar/Trainings:***

**MUNICIPALITY OF MATALOM**

Matalom, Leyte, Philippines

June 2013 – April 2014