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**MARY**

[**MARY.363777@2freemail.com**](mailto:MARY.363777@2freemail.com)

**PROFILE**

A dedicated and hard working graduate in Computer Science and Business Studies. Since graduating from college I have lived and spent time travelling in Singapore, Malaysia, Indonesia and Thailand. I have family members in Dubai and my goal is to find a rewarding job and build a career here in Dubai.

**CAREER OBJECTIVE**

To expand on my prior experience as retail assistant in an entrepreneurial organisation to provide the best levels of customer service and to work towards an office based career and enhance my knowledge and confidence. I have experience in the production area as a production clerk where I utilised my business and computer skills. I have prior experience in sales and marketing with multinational store brands; however, I am willing to consider any position that can offer rewarding career growth in the business area.

**PERSONAL INFORMATION**

Gender: Female Age: 25 years

Date of Birth: 15th July 1991 Nationality: Filipino

Height: 5’3”/160 cm Marital Status: Single

Visa Status: Tourist Visa

(Until July 5th, 2017)

**EDUCATION AND CERTIFICATION**

Segi College Certificate in Business Studies

January 2013 - November 2014

Kuala Lumpur, Malaysia

Montessori Professional CollegeDiploma in Computer Science

June 2007 - May 2009

Sta. Cecilia Calamba Laguna, Philippines

Cambridge Centre for Learning Certificate in English Proficiency

And Development September 2011 - October 2011

Parian Calamba Laguna, Philippines

**WORK EXPERIENCE**

**DUTIES AND RESPONSIBILITIES**

**Cashier / Waitress**

October 2016 – March 2017

Chic Sea Restaurant LLC

2nd December Street, Al Diyafah, Satwa, Dubai UAE

* Operate cash machines and POS to calculate customer’s bills
* Record total amounts of cash including expenses at the end of each shift and ensure that it tallies

**Production Clerk**

March 2015 – December 2015

Baek Geum Philippines Corporation

Calamba Premiere Industrial Park

* Provide members of the production department with constant assistance
* Preparing documentation, compiling documents (monthly consolidating of forms and documents), coordinating schedules (overtime permit), reporting to manager and supervisor, daily attendance and absent report, and maintaining consumable supplies

**Sales Associate**

May 2014 - August 2014

Jelly Bunny Boutique - Jaspal Group

Suria Kuala Lumpur City Centre, Malaysia

* Provide customers with a top quality service that meets their needs and expectations
* Served multiple customers, discovered their needs, and made recommendations to generate sales

**Sales Promodiser / Cashier**

April 2011 - September 2011

Dickies, a Williamson-Dickies Mfg. Co. Brand

Super Malls SM City Sta. Rosa, Philippines

* Ensuring the achievement of sales targets
* Responsible for timely and proper display and replenishment of merchandise
* Provides fast, efficient and courteous service at all times to customers

**Sales Clerk**

May 2010 - September 2010

Children’s Wear Department Store

Super Malls SM City Sta. Rosa, Philippines

* Maintains an awareness of all promotions and advertisements
* Maintaining solid product knowledge and all other aspects of customer service

**ON THE JOB TRAINING**

Accounting Staff

200 hours of training

Encoder and file documents

The New APEC Development Corporation

Sala Cabuyao Laguna, Philippines

**LANGUAGES**

* Tagalog
* Native English