**MAY**

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**EDUCATIONAL BACKGROUND:**

**COLLEGE** : University of Northern Philippines Vigan city ilocossur

**Course** : Bachelor of Science

**Major :** Biology

**WORK EXPERIENCE:**

**2014-2017: RECEPTIONIST CUM OFFICE ASSITANT AETIUS MEDIA (DMCC)**

* Welcomes visitors by greeting them, in person or on the telephones, answering or referring inquiries.
* Directs visitors by maintaining employee and department directories, giving instructions.
* Maintain security by following procedures and controlling access via the reception desk.
* Update appointment calendars and schedule appointment/meetings.
* Perform other clerical duties such as filling, photocopying, faxing etc..
* Maintains safe and clean reception area by complying with procedures, rules, and regulations.
* Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing an expediting orders; verifying receipts; stocking items, delivering supplies to work actions.

**2012-2014: MAIDS.AE CLEANING COMPANY**

* Responsible of cleaning houses, apartments, vacuums, wash dishes, sweep floors, launders clothes, clean and scrub counters and dust surfaces.
* Keep the houses and apartments clean and well organized
* Making bed and taking out laundries.
* Wash dishes, clean bathrooms and kitchens, wash windows and mirrors.
* Ironing clothes, taking care of pets like dogs and cats.

**2010-2012: PROMO DICER (JTC CORPORATION)**

* Responsible to sell products to customers.
* Ensure that customer needs are satisfied and exceeded.
* Assist the needs of customers while at the same time promoting products that you’ve been assigned.

**2007-2010 SALES STAFF (TWO BROTHERS GROCERY)**

* Welcomes customers into the store, asses their requirements and answer their queries.
* Arrange and displays products to attract customers.
* Put price tags on products and adjust the prices of promotional or sale item.
* Keeping the merchandising are clean.

**2006-2007 SERVICE CREWS (AZIZ FOOD RESTAURANT)**

* Responsible for providing courteous and efficient food and beverages services to the guest.
* To present menu, take out order, suggest and recommend appropriately.
* To attend and respond the guest needs promptly and professionally.
* To present bills to diners, collect payments and give to cashiers, return change and credit cards to diners.

**Skills:**

* Computer Literate
* Ability to carefully provide good customers service.
* Outstanding time management skills.
* Capability to perform full time job.
* Capability to maintain helpful environment in work area
* Dedicated and hardworking individual.

**PERSONAL DATA:**

**Date of Birth**: May 12, 1986

**Civil Status**: Single

**Citizenship:** Filipino

**Visa status**: UAE Employment visa

**Language:** English, Tagalog

**Reference**: Available upon request.