**Curriculum-vitae**

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| **Personal Data:**  **Name :**  **HILDA**  [**HILDA.367247@2freemail.com**](mailto:HILDA.367247@2freemail.com)  **DATE OF BIRTH:**  6th, March 1994  **GENDER:**  Female  **NATIONALITY:**  Filipino  **RELIGION:**  Christian  **MARITAL STATUS:**  Single  **VISA STATUS:**  Tourist Visa  **LANGUAGE:**  English | **POSITION APPLIED FOR**: **SALES ASSOCIATE CUM CASHIER**  **OBJECTIVE**  To contribute to the success of an organization through my in-depth knowledge and skills related to my field. And to develop my talent and skills for continuous career improvement.  **EMPLOYMENT HISTORY**  **GUESS**  (From Dec, 2015 – March 18, 2017)  **Job Title:** (SM City Baguio, Philippines)    **DUTIES/ RESPONSIBILITIES**   * Working as a cashier and assisting customers. * Providing a high quality of customer service. * Helping to build the business by exceeding customer expectation, * Prepare daily cash float, handling daily transaction in different kind of mode of payment using POS. * Maintain accurate records of all transaction. * Vigilant assessing and identify fraudulent card, addressing customer to exchange and refund policy. * Promote ongoing sale promotion and other new arrival. * Apply the Up-selling techniques and cross selling to achieve the target.   **DEPARTMENT OF EDUCATION**  (From May, 2015 – November 2015)  **Job Title: CLERK**  (La union, Philippines)  **DUTIES/ RESPONSIBILITIES**   * Answers telephone, transfer calls to appropriate person. * Greet all visitors coming into the office and direct them to the appropriate person or department. * Perform general office duties including data entry typing and filling.   **EDUCATION ATTAINMENT**  **AMA Computer College**  City of San Fernando , La union, Philippines  COURSE: **Bachelor of Information Technology**  School Year (2011-2014)  **TRAINING ATTENDED** :  **FREE OPEN SOURCE SOFTWARE**   * Don Mariano Marcos Memorial University(DMMMSU)   City of San Fernando, La union  February 26, 2012  **NETWORK SECURITY AND LINUX SEMINAR**   * Don Mariano Marcos Memorial University(DMMMSU)   City of San Fernando, La union, Philippines  February 26,2012  **FLUKE NETWORKING**   * AMA Computer College   City of San Fernando, La union, Philippines  September 29,2012  **BASIC OPERATION TRAINING PROGRAM**   * Guess Main Office   Baguio City, Philippines  August 2015  **MISCELLANEOUS**   * IT- skills - Microsoft ( Word, Excel, Power point, Computer Reformatting) * Jobs Skills – Team Player, Self Motivated, Proactive, Organized   **REFERENCES**  Upon Request  **DECLARATION:**  I hereby declare that the above information is true to the best of my knowledge and belief and nothing has been concealed or distorted |