**Curriculum-vitae**

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| **Personal Data:****Name :****HILDA****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, PhilippinesCOURSE: **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, PhilippinesSeptember 29,2012**BASIC OPERATION TRAINING PROGRAM*** Guess Main Office

Baguio City, PhilippinesAugust 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 |