

**Mary**

[**Mary.367481@2freemail.com**](mailto:Mary.367481@2freemail.com)

**OBJECTIVE:**

* To work with individuals in an organization which aim for quality services that would be helpful for my personal and career growth.

**EDUCATIONAL BACKGROUND:**

**Bachelor of Science in Information Technology**

Asian College of Science and Technology

Graduate May 2010

**TRAINING ATTENDED:**

**Technical Education & Skills Development Authority (TESDA)**

Computer Installation Maintenance and Repair

October 2014

**SKILLS:**

* Strong analytical and problem solving skills
* Ability to work independently and under pressure
* Good reading and writing skills
* Strong grammar and spelling
* Competent keyboard skills
* Good communication skills
* Ability to concentrate for long periods of time
* Computer skills (Microsoft Word, Excel, Powerpoint)

**WORK EXPERIENCE:**

***Sales Representative***

MAVIC CYCLE PARTS

MANILA, PHILIPPINES

October 2013 – March 2017

* Sells motorcycle and bicycle parts, accessories and services to repair the problem and meet the customer’s needs
* Assist in keeping parts department clean and orderly
* Record all sales and customer transactions that occur
* Provide service technicians with parts required
* Assist with Parts Manager in merchandising displays
* Maintains the retail sale floor and displays to meet or exceed the dealerships standard and today’s customer satisfaction
* Controls showroom inventory to ensure maximum sales and customer satisfaction
* Performs routine housekeeping tasks that maintain and enhances the cleanliness of products and retail sales area
* When working parts counter, follows prescribed cash, credit, and check processing procedures of the dealership. Process cores, warranties, and new return merchandise as required at a point of sale
* Intake, organized, and stage units with associated merchandise
* Monitor stocks of motorcycle parts and accessories

***Office Clerk***

SERMAN (Ateneo de Manila High School)

MANILA, PHILIPPINES

April – September 2013

* Maintain files and records to keep updated and accessible
* Sort and distribute incoming mail and prepare outgoing mail
* Answer the phone to take messages or redirect calls to appropriate colleagues
* Utilizes office machines such as photocopier, printers etc and computers for word processing, spreadsheet creation etc.
* Undertake basic bookkeeping tasks and issue invoices, checks etc.
* Take minutes of meetings and dictations
* Assist in office management and organization procedures
* Monitor stocks of office supplies and report when there are shortages
* Assist in making travel arrangements and booking venues for conference and events
* Perform other office duties as assigned

**PERSONAL DETAILS:**

Age: 31 yrs. old

Birthday: August 15, 1985

Birth place: Morong, Bataan

Nationality: Filipino

Religion: Roman Catholic

Sex: Female

Status: Single

Height: 4’11’’