MA. ERNALUZ

ERNALUZ.369617@2freemail.com

WORK EXPERIENCE:

2010-2017 DULSCO LLC

 Souvenirs-Accessories

Personal care

Guest Associate/Merchandiser

Dubai United Arab Emirates

2006 - 2009 KOBE CLINIC

 Receptionist/Administrative Assistant

 Insurance/Medical Record

 Festival, Alabang Muntinlupa City

 Philippines

2003 – 2005 FACELINE ANTI AGING CENTRE

 Receptionist/Beauty Product Promoter

 Metropolis Alabang Muntinlupa City

 Philippines.

EDUCATIONAL ATTAINMENT

2003 - VOCATIONAL May

 Computer Software Application

 Cavite City Technical and Vocational School

1999 - COLLEGE March

 College Graduate of MIDWIFERY Course

 Christ The King College Calbayog City

1997 - SECONDARY March

 High School Graduate

 Clarencio Calagos Memorial School

1993 - PRIMARY March

 Elementary Graduate

 Sta.Margarita Central Elem.School

JOB DESCRIPTION: Guest Associate/Merchandiser

• Greeted customers and determined their needs and wants

• Discussed type, quality and number of merchandise required for purchase

• Recommended merchandise based on individual requirements

• Provided advice to clients regarding particular products or services

• Answered customers’ queries and concerns

• Showed the live working of merchandise

• Quoted prices and discounts as well as warranties and delivery dates

• Assisted in display of merchandise

• Maintained sales records for inventory control

JOB DESCRIPTION: Receptionist

•Greeted Patients, Visitors,Clients in a Friendly manner and Interact positively.

•Answering Inquiries about the Company and its services.

•Answering Incoming Calls and outgoing calls, Coordinating with Insurance Company

•Encoding Patient’s Data to the computer or Recording Medical histories

•Directing/Classifies Patients/Clients such: Consultation or in Diagnostic Procedure.

•Promoting the specific Products according to doctor’s advice.

•Ensures the Orderliness and Cleanliness of the reception area.

•Perform other related task that may be assigned from time to time.

I do hereby certify that the above information is correct and true to my knowledge.