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| **Myla**    [**Myla.372065@2freemail.com**](mailto:Myla.372065@2freemail.com) |

SUMMARY OF ATTRIBUTES

* A dynamic professional offering extensive experience in the work group
* Computer literate with excellent knowledge in office work
* Proficient in Microsoft Office suit e.g. Microsoft Word, Excel and PowerPoint
* Typing skills of 60wpm
* Keeping the records of daily report transactions and analyzing the credential aspects of organization
* Performed a variety of administrative and clerical tasks or paper works
* Customer oriented with responsible of maintaining outstanding customer service as per company standards
* Innovative with creative skills and experiences to improve all business industry processes
* Flexible with working in the team
* Initiative and resourceful

EMPLOYMENT DETAILS

7th May 2014 up to Present Sales Advisor

**Hush Puppies / Tapealoiel**

**Footwear and Fashion** Al Ain Abu Dhabi, United Arab Emirates

Hush Puppies was founded in 1958 following extensive work by Wolverine to develop a practical method of pigskin tanning for the US military. Made of genuine cow leather and lamb skin only.

* Responsible for maintaining outstanding customer service as per company standards
* Generating Sales with challenging conversion
* Merchandising for innovation
* Safeguarding company assets
* Performing paper works
* Replying emails from management
* Flexible working with the team
* Has the ability to excel in any given task
* Capable of performing tasks under minimum supervision
* Initiative and resourceful

25th October 2009 up to 30th April 2014 Office Secretary/Encoder

**JAG JEANS**

**Warehouse** Cebu City,

Philippines

Jag Jeans is a formidable force in the clothing industry established in Brooklyn, New York City founded in 1976, producing revolutionary denim designs.

* Received and Scanned swing tags from Mindanao and Visayas area
* Checking and Editing weekly sales reports
* Summarizing and analyzing weekly sales reports
* Collecting sales / checks from Visayas area
* Updating time cards from Mindanao and Visayas area
* Reporting daily/weekly/monthly sales reports
* Assisting Sales/Accountant Executive
* Assisting DR’s and invoices

16th September 2007 up to 30th October 2008 Assistant Records-incharge

**DIVINE MERCY COMPUTER COLLEGE** Cebu City,

Philippines

An institution accredited by TESDA that offers Technical and Vocational Education and Training Programs (TVET) under the Technical Education and Skills Development Authority (TESDA) and the Commission on Higher Education (CHED).

* Entertained Students concern and inquiries
* Encoded the students’ records
* Filing and keeping students’ records
* Assisting Records In-charge
* Entertaining customer calls

SCHOLASTIC BACKGROUND

**Associate in Computer Technology Year 2010 (Graduated)**

Diving Mercy Computer College

Cebu City, Philippines

ACHIEVEMENT

Certificate of PERSONAL COMPUTER OPERATIONS NC II April 2008

Certificate of CALL CENTER AGENT NC II June 2009

Certificate of HEALTH AND SAFETY October 2014

PERSONAL DETAILS

Nationality : Filipino

Civil Status : Single

Height : 5’3”

Valid Until : October 25, 2018

Notice Period : 30 days

I hereby certify that the above information is true and correct to the best of my knowledge and *belief.*

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Myla