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| **Skills*** Excellent verbal and written communication skills
* ERP system Knowledge, Internet browsing
* Administrative function, Computer Literate
* Flexible / hardworking /honest
* Can work under minimum supervision
* Can work under pressure
* Microsoft office / Excel, Word, basic knowledge in Photoshop
* Internet browsing /multi-tasking
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| **Experience** **UTH General Trading / Milestone Supermarket** Al Salam Town Center MUDON Dubai UAE Jan.02 – up to present* Checking and sending e-mails
* Entering data / POSTING invoices, wastage, prod entry, stock transfer in ERP system
* Handle all incoming telephone communications, noting reasons for call and forwarding to relevant team members, subject to availability
* Prepare daily transmittal on the invoices received per day and expenses
* Maintain an up to date knowledge of personnel and procedures
* Converting and sending LPO to the supplier
* Filling documents
* Prepare and updates all POS of items every price changing
* Reporting directly to manager, hr manager and supervisor
* Entering negative stocks and POSTING Cost of sales per month.
* Calling supplier to follow-up pending delivery

 **KM Trading Hypermarket / Dept.Store** Tourist Club Area (TCA) **Abudabhi UAE** November 10, 2010 – November 9, 2013* Issue receipts, refunds, credits, or change due to customers.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Greet customers entering establishments.
* Maintain clean and orderly checkout areas.
* Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
* Issue trading stamps, and redeem food stamps and coupons.
* Resolve customer complaints.
* Answer customers’ questions, and provide information on procedures or policies.

Receive payment by cash, check, credit cards, vouchers, or automatic debits**Streamlight Production Alabang Muntinlupa Philippine.** August 2008 – September 2010* Coordinate with the artist and director regarding the project, and preparing the materials needed.
* Follow up the materials needed and giving deadline about their layout.

Scrutinizing the layout before submitting to the director for checking* Preparing and handout the complete materials to the artist to make sure they can start properly

 **Datamine Corporation Makati,**  **Philippines**  Oct. 08, 2007 – April 24, 2010 * Entering the data into computer and make sure its 100 percent accurate
* Analyzing complicated data and verify before Entered into the system
* Strictly comply and perform very well in its task that accordance to its company policies and procedures
* Report and provide accurate data to its superior and make sure to meet the deadline respectively

 **KFC MRT – Ayala Philippines** Jan. 5, 2002 – July 5 2002* Welcome customers as they come into the restaurant
* Help customers to settle down and also take their orders
* Process customers’ orders and generate their bills
* Provide answers to queries presented by clients regarding services and offers made available by the restaurant
* Clean all tables after clients have left and get such tables prepared for the next set of clients
* Serve and pack warm foods to clients in an effective manner and in strict accordance to the orders of such clients
* Assist kitchen staff and outdoor delivery staff whenever such assistance is required
* Maintain chart of all available deals and products periodically and refresh such chart on daily basis.

**Education**International Electronics and Technical Institute, Las Pinas Philippine Computer Technology and System Management 1999 – 2001 (graduated )Soft Tech Advantage (STA) BFRV Talon 2 Las Pinas PhilippineComputer Science – 1999 (under grad.) |

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| **Objective**Seeking Challenging environment which gives continuous learning and professional growth, whereas as I contribute my skills, knowledge and ideas to develop not only myself but the organization as well.1 |
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|  **PERSONAL INFO**:**Gender:** Female**Passport expired:Jan**.21,2021**Visa Valid**: January 2018**WORK STATUS:** employed until August 31, 2017 (company closure )**Language spoken:** Tagalog, **Marital Status:**  Single**Birthdate**  April 14,1980 |
| Dubai, United Arab of Emirates  |

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**REFERENCES:**

References and certification available upon request

I hereby declared that the above information are true and correct to the best of my knowledge