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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 | | **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 Philippine  Computer Science – 1999 (under grad.) | | |  | | --- | | **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 | | |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | **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 | |

**REFERENCES:**

References and certification available upon request

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