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| **PERSONAL INFORMATION** | | | |
| Name  C/o-Mobile Number  E-mail  Nationality  Date of birth  Civil status | | **ROSELYN**  +971505891826  [Roseelyn.376838@2freemail.com](mailto:Roseelyn.376838@2freemail.com)  Filipino  October 18, 1990  Single | |
| **CAREER OBJECTIVES:** | | | |
| * To achieve personal and professional growth through hard work * To secure a job wherein I can apply my knowledge, skills, and all my dedication | | | |
| **KEY QUALIFICATIONS:** | | | |
| * Excellent written and verbal communication skills. * Highlyorganized and efficient. * Creative,criticalthinker and innovative. * Ability to workindependently or as part of a team. * Proven leadership skills and ability to motivate. * Computer literate and knowledgeable in Microsoft Office. | | | |
| **EDUCATIONAL ATTAINMENT** | | | |
| Tertiary (2006 - 2010)  Secondary (2001-2006) | | | **WESTMEAD INTERNATIONAL SCHOOL**  **Bachelor of Science in Computer Science**  Alangilan, Batangas City, Philippines  **Sablayan National High School**  Sablayan Occ. Mindoro, Philippines |
| **WORK EXPERIENCE:** | | | |
| Dates (from – to)  Name and address of employer  Type of business  Position  Job description  Dates (from – to)  Name and address of employer  Type of business  Position  Job description  Dates (from – to)  Name and address of employer  Type of business  Position  Job description | | | **August 11, 2015 – July 30, 2017**  **Maptan Constructions & Equipment Rentals**  PallocanWest,Batangas City Philippines  **Local Business**  **Secretary/Receptionist**   * Answering calls, taking messages and handling correspondence. * Typing, printing, photocopying. * Filing. * Meeting and greeting clients. . * Providing supports for the managers and employees, assisting in daily office needs. * Arranging appointments.   **December 12, 2014 – July 27, 2015**  **TingMaptan Food Ventures Corporation (The Original Savory)**  Batangas City Philippines  **Restaurant**  **Cashier**   * Answering telephone calls for the customer who wants for reservation. * Meet and greet clients and customers. * Solving Customer complaints. * Receiving payment by cash, credit cards, debit cards or check. * Count money in cash flows at the beginning of shifts to ensure that amounts are correct and that there is adequate change. * Doing summary report of all the transaction before the end of the shift.   May 23, 2014 – October 20, 2017  **Madison Shopping Plaza, Inc. (SM Store Batangas)**  **Public Company**  **Cashier**   * Scan items and ensure pricing is correct. * Receiving payment by cash credit cards, debit cards or check. * Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change. * Understanding and demonstrating customer care and high levels of customer service * Answer customer’s questions and get a manager if answer doesn’t solve the issue. |
| **CHARACTER REFERENCE:***Available upon request* | | | |
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| I hereby certify that all information written in this document is true and correct with the best of my knowledge and belief, and all personal credentials submitted are authentic. I have no objection to any reference check that may be conducted by your office to establish veracity of my declaration stated herein*.*  **ROSELYN** | | | |