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| **PERSONAL INFORMATION** |
| NameC/o-Mobile NumberE-mailNationalityDate of birthCivil status | **ROSELYN** +971505891826Roseelyn.376838@2freemail.com FilipinoOctober 18, 1990Single |
| **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
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| **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.
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| **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 employerType of businessPositionJob descriptionDates (from – to)Name and address of employerType of businessPositionJob descriptionDates (from – to)Name and address of employerType of businessPositionJob 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.
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| **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**  |