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|  |  Ms. Patricia Scan0002.JPGE-mail: patricia.382097@2freemail.com  |

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|  | ObjectivesTo have a career growth and exercise my skills and knowledge gained from my work experienceEducationTertiary : Sacred Heart CollegeBS in Business AdministrationConcentration: Management Deans Lister, Academic AwardeeSecondary: Maryhill College Honor Student, JournalistPrimary: Lucena East I Elementary School Valedictorian, Excellence Awardee ( Florida, USA)Experience**Department Head** Landmark Retail ( The Babyshop LLC ) Mirdiff City Center, Sept 2013- June 2016, Dubai Mall, July 2016-Aug 2017 Arabian Center, Aug 2017-July 2018 Dubai UAEPerformed the following* Adheres to all policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team.
* Develops a business plan and sales strategy for the market that ensures attainment of company sales goals
* Maintains accurate record of all sales and activity reports
* Motivates staff in achieving target goal and provides quality customer service
* Monitors department’s inventory and stocks

**Store Sales Manager** Raffco International Trading Corp. ( Plains & Prints ) Lucena City, Quezon Province, Philippines2011-2013Performed the following:* Devises strategies and techniques necessary for achieving the sales targets.
* Motivates team members to work towards a common objective.
* Maintains and improves relationships with the customers
* Maintains necessary data and records for future reference.

**Human Resources Specialist** Market Strategic Firm Inc. ( SM Department Store ) Lucena City, Quezon Province, Philippines 2008-2011Performed the following:* Conducts recruitment and company orientation
* Handles employee discipline and labor relations
* Facilitates employee movement ( documentation for employee regularization and promotion)
* Handles benefits and compensation of employee
* Other task: facilitates Training Program, HR statistical reports, encoding, coordinates company event.

Skills* Computer literate – Microsoft Office

Personal Information* Handles benefits and compensation of employee
* Other task: facilitates Training Program, HR statistical reports, encoding, coordinates company event.
* Date of Birth : March 16, 1987
* Place of Birth: Lucena City, Philippines
* Religion: Catholic
* Gender: Female
* Marital Status: Married
* Age: 31 years old
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