|  |  |
| --- | --- |
|  | Ms. Patricia Scan0002.JPG  E-mail: [patricia.382097@2freemail.com](mailto:patricia.382097@2freemail.com) |

|  |  |
| --- | --- |
|  | Objectives  To have a career growth and exercise my skills and knowledge gained from my work experience  Education  Tertiary : Sacred Heart College  BS in Business Administration  Concentration: Management  Deans Lister, Academic Awardee  Secondary: Maryhill College  Honor Student, Journalist  Primary: 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 UAE  Performed 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, Philippines  2011-2013  Performed 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  2008-2011  Performed 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 |