**MARY**

**Discovery Garden, Dubai, UAE**

**Email Address :** [mary.382368@2freemail.com](mailto:mary.382368@2freemail.com)

**Career Objectives**: To explore myself to new opportunities and to able to put my knowledge and skills into practices as what I have learned in my past employment will be asset one of your most competitive companies.

**Experience’s: 5 years (Back Office Support, Customer Service, Inventory Clerk, Encoder, Cashier)**

**Skills Offered**:

* Can handle the work under pressure.
* Can communicate both verbal and written in English.
* Have knowledge of MS word and Microsoft excel.
* Can do multi-tasking.
* Perform encoding of applications and reports.
* Perform field services in various areas in Philippines.
* Can work with lesssupervision.
* Knowledge in backroom office works.
* Good in Customer Services.
* Excellent communication and organizational skills
* Strong interpersonal and problem solving abilities

**Employment History:**

**PILIPINO CABLE CORPORATION**

Sky Cable-Bacolod Branch, 23rdLacsonst. Bacolod City Philippines

POSITION : Network Operation-Work Order Management

DURATION : September 09, 2017- April 01, 2018

**DUTIES AND RESPONSIBILITIES:**

* Perform activations of newly install both cable and broadband connection.
* Conduct monitoring of channels and pay per view.
* Perform forward documents to finance department.
* Filling and encoding the activations/special services into system.
* Conduct disconnections and reconnections monthly.

**MIROF RESOURCES INC**

**CLIENT: SMART COMMUNICATION INC.,**

Room 204, San Juan st., Bacolod City Philippines

POSITION : Encoder

DURATION : April 04, 2017-August 31, 2017

**DUTIES AND RESPONSIBILITIES**:

* Encoding new applications applying for smartphone plan.
* Receiving and checking the subscriber application form from outdoor agents.
* Perform checking time-in/out of field agents.
* Conduct checking the status of encoded applications.
* Perform field services in designated area with together with outdoor agents.
* Submitting of weekly and monthly reports to team leader.

**CEBU PACIFIC AIRLINE-BACOLOD**

New Bacolod Silay Airport, Brgy.Bagtic, Silay City Philippines

POSITION : CSA-GETGO AMBASSADOR

DURATION : September 08, 2015- January 31, 2017

**DUTIES AND RESPONSIBILITIES**:

* Prepare applications and rewards card.
* Submitting daily reports.
* Conduct costumer services in departure area.
* Distribute rewards card (GETGO CARD) both check-in and departure area.
* Provide Customer Services both check-in and departure area.

**SMART COMMUNICATION INC.,**

Smart Wireless Center-SM Mall, Bacolod City Philippines

POSITION : CASHIER cum INVENTORY OFFICER

DURATION : February 24, 2014- July 29, 2015

**DUTIES AND RESPONSIBILITIES:**

* Perform receiving incoming stocks from warehouse.
* Perform outgoing stocks from store to warehouse and from store into store.
* Conduct daily counting of inventorial stocks inside of inventory vault.
* Perform monthly counting of stocks.
* Prepare of daily and monthly reports passed to manager.
* Prepare for repair both cell phones and broadband.
* Perform checking of nearly expiry of cards.
* Conduct replaying of emails.

**SUPERVALUE, INC (SVI-BACOLOD)**

SM CITY SUPERMARKET, Reclamation Area, Bacolod City Philippines

POSITION : CASHIER

DURATION : January 28, 2013- June 06, 2013

**DUTIES AND RESPONSIBILITIES:**

* Performed cashiering duties.
* Greeted customer in counter.
* Provided customer services.

**L’ FISHER HOTEL**

24thLacson St., Bacolod City Philippines

POSITION : ON THE JOB-TRAINING

DURATION : July 11, 2011 –January 23, 2012

**DUTIES AND RESPONSIBILITIES:**

* Assigned at Hot and Cold Kitchen.
* Prepared customer orders.
* Helped preparation of buffet.
* Help prepared customer orders from CASINO (Pantry Area).
* Opened for graveyard shifting.

**Educational Attainment:**

College : Carlos Hilado Memorial State College

Talisay Campus,

Talisay City Negros Occidental Philippines

Degree Earned : Bachelor of Science in Industrial Technology

Major in : Foods Trade Technology

Year Graduated : March 28, 2012

**Personal Data:**

Date of Birth : June 29, 1992

Place of Birth : Silay City Negros Occidental Philippines

Age : 26 years old

Gender : Female

Status : Single

Weight : 70.5 kg

Height : 5’4

Religion : Roman Catholic

I hereby declare that all the information stated is true and correct best of my knowledge and consent.