**Merlinda**

**Email address:** **merlinda.392341@2freemail.com**

**PREFERRED POSITION**

Relationship Officer, Receptionist, Customer Service, Secretary

**PERSONAL BACKGROUND**

 Nationality : Filipino

 Gender : Female

 Civil Status : Married

 Date of Birth : December 29, 1980

 Religion : Born Again Christian

 Visa Status : Visit visa

 Languages Spoken : Tagalog, English and Arabic

**OBJECTIVE**

 To contribute and practice my knowledge and skills in pursuing the company’s mission and goal.

**AREAS OF COMPETENCY**

**Software Proficiency**

**Windows Application**

* + Microsoft Excel (Windows 2003, 2007 & 2010)
	+ Microsoft Word (Windows 2003, 2007 & 2010)
	+ Microsoft Power Point (Windows 2003, 2007 & 2010)
	+ Adobe Photoshop
	+ Adobe Illustrator
	+ Adobe design

**EDUCATIONAL ATTAINMENT**

**Tertiary**  **Bachelor of Arts– Major in Political Science**

Trinidad Municipal College

Publacion Trinidad, Bohol

**Graduated** March 2003

**TRAINING COURSES**

* 19th January to 16th March 2018 **Graphic Design**

Filipino Association for Career excellence

 Abu Hail, Deira, Dubai U.A.E

* 7th October to 7th November 2017 **Digital Marketing**

Filipino Institute

Business Village Deira, Dubai, U.A.E

* 12th August to 14th September 2016 **Secretarial**

 Filipino Institute

 Jumeirah Lakes Tower, Dubai, UAE

* 25th September to 26th November 2006 **IT Power**

 International Institute of Computer Science

 Panasonic Tower Al Kuwait, Kuwait

* 25th September to 26th November 2006 **Office Management**

 International Institute of Computer Science

 Panasonic Tower Al Kuwait, Kuwait

**WORKING EXPERIENCE**

* **M and M Marketing Management**

**Job Title: Relationship Officer August 26, 2018 to Jan. 6 2019**

* **Innovation Direct Employment Services**

**Job Title: Relationship Officer March 20, 2016 to July 26, 2018**

**Job Description:**

The quality of relationships a business has with its customers can impact its financial performance. Relationship sales officers is a professional whose overall responsibilities include managing customer expectations, identifying new business markets and recording daily customer transactions.

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**Job Title: Receptionist June 03, 2012 to June 03 2015**

**Job Description:**

Receptionists need to have an ear to the ground and be aware of everything that’s going in an organization, from knowing which important meetings will be taking place to coordinating deliveries and organizing travel arrangements for staff.

A receptionist’s daily tasks will involve:

* Meeting and greeting clients
* Booking meetings
* Arranging couriers
* Keeping the reception area tidy
* Answering and forwarding phone calls
* Screening phone calls
* Sorting and distributing post
*

**Job Title: Sales Associate August 01, 2006 to May 30 2012**

**Job Description:**

Sales associates provide fast, friendly service by actively seeking out customers to assess their needs and provide assistance. Sales associates have an emphasis on department and product knowledge, providing information on product features, and knowing related items to sell an entire project. Associates in this position know how to greet, qualify, recommend and close every customer in their department, and know how to handle basics in adjacent departments.

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

**MERLINDA**

 -Applicant-