## 

## [240893@gulfjobseekers.com](mailto:240893@gulfjobseekers.com)

**CAREER OBJECTIVES:**

To secure a challenging position in a company relevant to my discipline where I can fully apply my knowledge to bring remarkable contributions that would benefit the company and advance my career.

**CURRENT WORK EXPERIENCES:**

**Position: Sales Associates / Receptionist**

**(Section In-Charge Health and Beauty Care)**

Ansar Group

(July 2013- to Present)

**Job Function and Responsibilities:**

* Responsible in making LPO, GRV items, return and transfer items.
* Demonstrate and provide information and promoted products and services.
* Ability to understand customer needs and handle different type of personalities.
* Responsible in monitoring the inventory stocks on the store floor by replenishing any emptying shelves with new merchandise.
* Responsible in setting up promotional materials and displays, reorganizing items and maintaining neat and tidy store.
* Giving total customer satisfaction by assisting the needs of customer.
* Responsible in answering phone calls and mails.
* Responsible in scheduling appointments, making cancellation and executing meetings.

**PREVIOUS WORK EXPERIENCES:**

**Position: Supervisor**

HWM Marketing Services

(May to July 2013)

**Job Function and Responsibilities:**

* Performing to select the best qualified candidates, screening and interviewing.
* Assign certain duties and evaluate to the staff.
* Responsible for introducing the product to the sales representative.

**Position: Administrative** **Office Assistant / Document Controller**

Mitsumi Philippines, Inc. -Luzon Ave., FAB, Mariveles, Bataan, Philippines

(June 2000 to March 2013)

* Full responsibility of managing reception desk, telephones, e-mails and faxes.
* Answer the phone in efficient manner, offer to assist and take messages where required and record communication.
* Co-ordinate organize appointments and meeting, assist with event planning and implementation.
* Organizing office filling system, maintaining data base, coordinating office memos, monitoring and ordering office supplies and supervising office maintenance and upkeep.
* Coordinates and schedules events, conferences and meeting.
* Assist with event planning and implementation.
* Responsible in the assign drawing numbers to new documents.
* Responsible in the control of all engineering existing operation standard document.
* Responsible in the control of all existing operation standard document with regards to the establishment, revision and abolition of such documents.

**EDUCATIONAL ATTAINMENT:**

**Tertiary: Programming NC IV**

Softnet Information Technology Center

FAB, Mariveles, Bataan

SY 2011- to 2013

**STRENGHTS AND SKILLS**

* Has a good strong listening, communication, presentation and social skills.
* Has a good sense of responsibility and eager to learn new skills, leadership skills, hardworking and determined
* Computer Literate, proficient in Microsoft Office applications such   
  as Word, Excel,Power Point Fax Machine and a Copier.
* Basic programming skills using C++, Visual Basic, HTML and PHP.