**Rebecca**

Email Id Visa status

: Rebecca.382293@2freemail.com

: Working Visa

**Objective:**

To associate with a company that will offer a better career development, a parallel professional growth. A challenging environment and opportunity for personal advancement through financial and job security

**Educational Background:**

**College**

**Secondary**

**Computer Literate**

: Davao Oriental State College of Science and Technology Midwifery

: Mati National Comprehensive High School

: Internet Surfing

**Professional Skills:**

* Excellent in team building, leading and mentoring teams
* Ability to learn quickly and adapt to changing environment

**Work Experience:**

|  |  |  |
| --- | --- | --- |
| **Position** | : | Store incharge |
| **Company** | : | Taif al Emirate Perfume (2012 – To date) |
| **Address** | : | Dubai UAE |

**Duties and responsibilities:**

* Checking the items daily
* Follow up the order of the store Check the daily sale reports

|  |  |  |
| --- | --- | --- |
| **Position** | : | Call Center Agent (March 2011 – August 2011) |
| **Company** | : | Pizza Hut |
| **Address** | : | Sharjah, UAE |

**Duties and responsibilities:**

* Receiving calls and take orders from the customers
* Forwarding all calls from the customers to the stores
* Responsible in answering some complain from the customers

|  |  |  |
| --- | --- | --- |
| **Position** | : | Sales Lady Garments for lady (1998-1999) |
| **Company** | : | Victoria Plaza |
| **Address** | : | Davao City Philippines: |

**Duties and responsibilities:**

* Check the quality of the materials
* Check the quantity of the finish products
* Assist all the customers with pleasures
* Show all the samples so have the choice

|  |  |  |
| --- | --- | --- |
| **Position** | : | Promo Girl Cosmetics (1996-1998) |
| **Company** | : | Rustans Marketing |
| **Address** | : | Manila, Philippines |

**Duties and responsibilities:**

* Monitor products in the area
* Promote and give samples of the products, show encouragement
* Assist the customers; explain why they have to buy the product
* Responsible in the monthly report

|  |  |  |
| --- | --- | --- |
| **Position** | : | Assistant Teacher (Sep 2011 – April 2012) |
| **Company** | : | Little Jewels English Nursery |
| **Address** | : | Cainta Rizal, Philippines |

**Duties and responsibilities:**

* Assist teacher in all daily activities of the children
* Help the teacher maintained the cleanliness and orderliness of classroom
* Caring and supervising the children to their physical needs
* Responsible and ensure that the health and safety of the children is maintained all the times

|  |  |  |
| --- | --- | --- |
| **Position** | : | Cashier (March 2000 – March 2011) |
| **Company** | : | Kuwait Food Americana |
| **Address** | : | P.O.Box 6844 |
|  |  | Sharjah UAE |

**Duties and responsibilities:**

* Receive and collect fees
* Balance / record the day collection in the cash book
* Prepare the remittance for the bank pick up the following day
* Prepare the monthly reports on summary of collections, summary of remittance

|  |  |
| --- | --- |
| **PERSONAL DATA** |  |
| Birth place | : |  | Mati, Davao oriental, Philippines |
| Height | : |  | 5’1 |
| Weight | : |  | 54 Kg |
| Health | : |  | Excellent |