

## MARILOU ESPELLARGA DAVID

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🏠 Villa 70, Zakheer Complex, Bldng 35,  
Zone 56m Street 445, Abu Hamour, Qatar



To secure a challenging position at a top-tier company where I can leverage my expertise and knowledge to drive sales growth, while also exploring new opportunities to expand my skill set.

### PROFESSIONAL QUALIFICATION

**Certificate in Computer Programming**  
System Technology Institute  
Pampanga Philippines  
Year 2000

**Guillermo D, Mendoza High School**  
Pampanga, Philippines  
Year 1998

### SKILLS

- ❖ Excellent communicator in both writing and verbal
- ❖ Strong customer service interaction and concentration.
- ❖ Able to meet customers' needs and expectations consistently.
- ❖ Excellent interpersonal skills, nurture and retain strong relationships with existing and new customers.
- ❖ Detail-oriented with strong organizational skills and the ability to prioritize and work effectively on multiple tasks in a demanding environment.
- ❖ Committed team player who can complete tasks on time, committed to improving overall service processes and building a cohesive working environment.
- ❖ Ability to prioritize work and manage time effectively.
- ❖ Ability to coordinate all workstations to ensure timely deliveries of freshly done orders.

### WORK EXPERIENCE

**On-call Cleaner/Events Staff/Housekeeping Staff/School Nanny**  
Remal First Class  
Doha, Qatar  
Year 2018 - Present

- On Call cleaner in various areas- schools, offices, flats, houses and villas.

- Sweep, mop, and wash floors, and other surfaces (inside buildings). Vacuum rugs in offices and public areas. Spot clean daily and shampoo when directed to rugs.
- Clean and dust furniture, exhibit cases, pictures, chairs, door trim, light fixtures, and all other horizontal surfaces including periodic high dusting.
- Wash windowsills; glass in interior doors, partition, and specified windows.
- Wash and spot clean interior walls as appropriate daily.
- Clean bathrooms and restock paper supplies daily.
- Damp wipe glass surfaces, empty waste baskets, service soap and toilet paper dispensers, dust sills, clean tile walls, shelves, stall partitions,
- Sweep, wash mop, scrub, and dry the floors
- Monitors possible defects such as clogged urinals and lights out, and reports to supervisors.
- Trash disposal in designated areas.
- Replace liners in waste baskets and trash bins
- Performs periodic work: High dusting, leather, and wood surface, polishing, and wall washing.

### **New State Service**

**Doha, Qatar**

**June 2013-June 2017**

- **Assigned as Teacher's Assistant at Rose Land Nursery**
  - Assist classroom teacher in performing specific duties as assigned.
  - Set up and tidy classrooms for lessons.
  - Work with students to make sure they understand.
  - Watch, record, and report the progress students make.
  - Help teachers manage students in social interaction and behavior.
  - Assists students with personal care tasks, clothing, hygiene, and other needs.
- **Assigned as General Cleaner to Al Markhiya Primary School for Girls**
  - Dusting, sweeping, vacuuming, and mopping surfaces in their work area including living/working areas, toilets, pantry, and supply closets
  - Refilling and restocking cleaning supplies and toiletries (hand wash, toilet paper, paper towels)
  - Washing kitchen napkins, floor rags and dusters
  - Maintaining cleaning products and ordering new supplies when necessary
  - Taking out the garbage
  - On-call cleaner Carrying out minor maintenance tasks such as replacing displaced toilet seats, unclogging sinks
  - Conducting monthly disinfection and deep cleaning
- **Assigned as On Call cleaner in various areas- schools, offices, flats, houses, and villas.**
- **Assigned as Events and server staff (Sheraton Hotel)**
- **Assigned as Landry Attendant (Wyndham Hotel)**

### **Promotion Sales Staff**

**SM Department Store**

**May 5, 2005-Sept 15, 2005**

- Delivering presentations and demonstrations to customers.
- Engaging in meaningful interactions and building good relationships with customers.
- Distributing samples and providing feedback for improvement to the management team.
- Following up with customers and guiding product selection.
- Meeting daily targets and submitting sales reports

**Sales Clerk**  
**SVI- SM Supermarket**  
**January 21 – June 2004**

- Present, promote, and sell products and services to prospective customers
- Perform cost--benefit and needs potential customers to meet their needs
- Establish, develop, and maintain positive business and customer relationships
- Expedite the resolution of customer problems and complaints to maximize satisfaction
- Coordinate sales efforts with team members and other departments
- Prepare track sales and status reports.
- Keep abreast of best practices and promotional trends
- Continuously improve through feedback and customer service.

**Factory Worker**  
**Universal Robina Corporation**  
**San Fernando, Pampanga, Phils.**  
**January 15- June 2002**

- Worked in the production line.
- Packing and sticking of finished product
- Sorting product in the box.
- Keeping the workplace clean.

**Sales Staff/ Waitress**  
**Gee Cee Bakeshop and Cafe**  
**August 30, 2001- January 14, 2002**

- Taking orders, offer daily specials
- Answer telephone for orders
- Cleans and prepares the dining area.
- Greets customers and helps them to their seats.
- Maintains knowledge of every menu item.
- Documents orders accurately.
- Delivers beverages and meals on time.
- Asks for customer feedback.
- Prepares bills and processes payments

**PERSONAL DETAILS**

Citizenship:	Filipino
Religion:	Catholic
Civil Status:	Single
Date of Birth:	May 28, 1981
Passport No:	P6815326B
Passport Expiry:	May 16, 2031
QID No:	28160818774
Visa Status:	Transferrable open request

**REFERENCES – Available Upon Request**