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**Merylle Joysa R. Perez**

**Address:Al Satwa, Dubai, UAE**

**Contact Number: 0561570343**

**Email address:**

**mjoysaperez@yahoo.com**

**EDUCATION**

2012-2014

Computer Secretarial

Bulacan Polytechnic College

**Tertiary**

2006-2010

Hagonoy Institute

**Secondary**

2000-2006

Hagonoy West Central Elementary School

**Primary**

**EXPERIENCE**

**Store in-charge/Sales Representative/Cashier**

**Creative Minds General trading LLC**

**October 2014 – November 2021**

* Overall care of staff and their well-being.
* Presentation of store and advertising displays.
* Recruiting, performance management, and workplace scheduling.
* Product management, including ordering, receiving, price changes, handling damaged products, and returns
* Expert knowledge of the selling process and effective sales techniques.
* Excellent communicator and Relationship building skills.
* Pro-active, organized and excellent team player.
* Motivated in a target-driven environment.
* Optimistic and a positive can-do attitude
* Cash handling.
* Basic math skills.
* Strong product knowledge and understanding of customer base.
* Bagging items carefully.
* Verbal communication skills.
* Issuing refunds & exchanges.
* Greeting customers.

**Internet Shop Attendant**

**838 Net Café**

**April 2011-May 2012**

* Keeping the accurate record of the users once they log in
* Make sure that the users are satisfied with the services that we provide
* Assisting the users when it comes to printing,searching, scanning and others
* Giving the right details about the sales of the shop to the owner
* Maintaining the cleanliness and orderliness of the shop for the owner and users is satisfied with the area.

**Secretary at the Municipality of Hagonoy**

**On-The-Job Training**

**September 2013-January 2014**

* Encoding the names of malnorish in every barangays
* Perform clerical duties such as sorting mail, filing and typing, operates variety of general office equipment.
* Provide basic assistance, range of facilities to enable printing, scanning, video calling, lay-outing of invitations using Adobe Photoshop and data encoding using Microsoft Word, Excel, Power point and Publisher.
* Managing materials
* Payroll preparation
* Answering telephone calls

**Sales Clerk at Robinson’s Place Malolos**

**April 2014-September 2014**

* Listing the inventories of the products that assigned for me.
* Communicating with the customers well and answer the questions regarding the products that im selling
* Working well with my co-workers and also with my manager

**Seminars attended:**

* “Information and Communication Technology Trends”

October 17, 2012

* “Your Personality: Its Relevance to your Future Career”

February 19, 2013

* “Abobe Flash CS3 with Movie Making”

November 22, 2013

**PERSONAL**

Date of Birth : October 16, 1994

 Place of Birth : Bulacan, Philippines

 Sex : Female

 Religion : Catholic

 Age : 27 years old

 Citizenship : Filipino

 Height : 5’6”

 Weight : 60 kgs.

 Civil Status : Single

 Language Spoken : English and Tagalog

 Attested certificates/diploma to the furnished promptly upon request.