



CURRICULUM VITAE

MARIMAR CRISTAL PELAYO

Lootah Bldg., Bur Dubai, UAE

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Career Objective

Seeking a challenging career with a progressive organization that provides an opportunity to utilize and enhance my skills and knowledge in providing proper services and in achieving company's goal and to learn new things.

EDUCATION:

University of Northern Philippines

Bachelor of Science in Business Administration

Major in Financial Management

Year Graduated: March 21, 2018

LANGUAGES:

- English
- Tagalog

SKILLS:

- Excellent in written & verbal communication
- Organized
- Able to work efficiently with people at all levels
- Work beyond duties
- Proficient in **Microsoft office (Word, Excel, and Power Point), internet Application like outlook**
- Proficient in Tally**

WORK EXPERIENCE:
AMIN AUTO CARE

January 2019 - Present
Sales Coordinator
Site: Al Barsha
Dubai, UAE

- Making invoices for those customers who purchased the products.
 - Assist walk-in customers and giving them the proper services.
 - Answering /receiving telephone calls from customers.
 - Act as the primary customer service contact for customers who have questions about the tires.
 - Ensures the customers satisfaction of the products and services.
 - Respond complaints from customers and give after-sales support when requested.
 - Handle the processing of all orders with accuracy and timeliness.
 - Have a strong and suggestive selling technique.
- Preparing quotations.

IQOR Company
Customer Service Representative

- Take calls and handling correspondence
- Addressing concern
- Offering essentials and products
- Customer support
- Giving satisfaction to the customer
- Have a strong and suggestive selling technique.

PERSONAL INFORMATION

Age: 24 yrs. old
Birth Date: September 18,1996
Nationality: Filipino
Visa Status: Employment

DECLARATION:

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

MARIMAR CRISTAL PELAYO