



**ISOBEL C. LOZADA**

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052 263 4518 ☎

Escape tower Business bay Whatsapp:0557355149 📍

## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## EDUCATION

**Ama Computer Learning Center**

2005-2007

Business Information Managent

Associate Graduate

**Leyte National highschool**

2001-2005

Secondary

Graduate

## REFERENCE

**Mr.muhammed atta - "Maazim restaurant and cafe"**

Captain order

+971503496672

**Mr.muhammad zaib - "Baskin robin"**

Ktp/trainor

+971509881037

**Ms.ibtisam - "Maharah human resources"**

Supervisor

+966583694476

## ADDITIONAL INFORMATION

Personal Information:

Nick Name: Bella

Birthday: December 28,1987

Visa status: tourist visa

Age: 32

Martial status: Single

Weight: 60kls

Height: 5'3

## SKILLS

\*sales \*team building \*problem solving \*fast learner \*Computer literate(handles MS Word,Excel,Powerpoint) \*Can handles clients thru phone calls \*Can communicate customers in proper way \*knows how to handles customers query \*motivated and trustworthy

## EXPERIENCE

**Baseline Company**

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Secretary

Welcoming the guest and clients in proper manner

Cleaning the office desk

Filling documents

Research thru net by the boss, giving task.

Follow up and checking emails

Monitoring & updating the office materials stocks.

Follow up & monitoring the appointments & meeting of the boss.

Photocopy and scanning documents

Typing some documents thru Ms Word & Excel

Editing videos

Making posters

**Tanaghom financial management company**

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Customer service/al barsha dubai

Handles customer thru telephones and social media

We market our service thru social media

Meeting client by inrtoducing the company

Filling the documents of every clients

Follow up the client thru whatsapp and calls

**Baskin Robin**

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Crew/al wasl road jumerah dubai

Handles the customers in proper way

Cleaning the shop at any time

Handles POs

Greeting them in friendly way by welcoming and saying goodbye

Asking any query

**Maazim Restaurant and Cafe**

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Waitress/diera dubai

To welcome and take some sits of the customers

To take order and served the customers

To clean tables

To ask there needs and query

To comply all orders



**Maharah human resources company**

Sept.23,2017 - Sept.23,2019

Housekeeping/on call cleaner/dammam saudi arabia

To clean various houses such as apartments,condo,bungalow as well as mansions

**Sunboxes Corporation**

Nov.23,2006 - February 2008

Office staff/philippines

Encodes files such as Sales,Payables and Recievables

Maker's of PO's and statement of account

Filling paper

Handles clients thru phone

**Lianzhelle grill haus**

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Waitress/philippines

Welcoming the custmers and lead there sits wants

Taking order an serving them

Clean tables

To comply all there needs,orders and query

**Rudjies general merchandise**

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Saleslady/cashier/philippines

Asking the guest what they looking for

What they need and etc.

Handles cash

**NSO Tacloban Philippines**

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Office staff/encoder

Handles client thru phone calls

By sustaining there queries

Encodes birth,marriage and death certificate

Handles fax machine

**LANGUAGE**

English Arabic Tagalog Cebuano