



## **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**