

CHERYLL SALAZAR CEBALLOS

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EDUCATIONAL BACKGROUND

Computer Secretarial and Office Management

- **Davao del Norte State College**
- **2006- College Level**

TRAINING

Event management

- **Achievers Award**
- **Certification of Completion**
- **Filipino Institute Burjuman Dubai**
- **Feb. 22, 2019**

PERSONAL DATA

➤ AGE	31 YRS OLD
➤ DOB	18/11/1988
➤ GENDER	FEMALE
➤ NATIONALITY	FILIPINO
➤ LANGUAGES SPOKEN	ENGLISH, FILIPINO
➤ PASSPORT NO.	P5684638A
➤ DATE OF ISSUE	19 JAN 2018
➤ DATE OF EXP.	18 JAN 2028
➤ PLACE OF ISSUE	PCG DUBAI

CORE COMPETENCIES

- * Responsible for customer concern and issue delivering what is being expected from us.
- *Flexible of taking extra miles to do some task even after work for business purposes especially for clients.
- * Have organizing,analytic and coordination skills and handling and managing customer's issue,complaints and queries.
- *Has the ability to work independently and under pressure.
- *Goal oriented and Self motivated, setting professionalism and making things/daily task achieved,and have good communications skills.

PROFESSIONAL EXPERIENCE

MUROOJ FOOD LLC *Umm Ramool, Dubai* 2018- Present

Production Staff / Food Handler/ Merchandiser

- Processing and producing food like olives and different kind of cheese.
- Handling with care to all products to avoid contamination.
- Putting Date and Coding all the items
- Arranging deliveries
- Labelling and tagging price of the products.

KIM YUNG SAM *Philippines* 2009-2011

Household Worker

- Prepare and serve meals with balance nutrition, ensuring food safety.
- Organize fun and educational games, read story books and increased the child interest and an outdoor activity such as walking, at the park
- Perform light housekeeping duties including the laundry, ironing and cooking.
- Accompany the child to the hospital during check up
- Picking the child after attending his nursery school
- Giving the opportunities to teach the child how to speak English.
- Perform other duties.

GENERAL MERCHANDIZE INC. *Philippines* 2004 -2007

Sales

- Help or Assisting customer to find the items they need.
- Arranging and organizing products
- Tagging price of the items
- Check for the stock at other branches or order request stock for customer.

TROPICAL FRESH FRUITS INC. *Philippines* 2007-2009

Production Crew

- Do selection the good and Separating the defect fruits
- Weighing, measuring and cleaning the fruits.
- Preparing and packaging the product to be exported

OVERVIEW

Hard working employee that seek to be a part of a well established institution. Where I can share and further enhance the knowledge and skills that I have gained through education and work experience that can be utilized effectively.

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

CHERYLL S. CEBALLOS

