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| **C:\Users\acer\Desktop\jpg.jpg****Ms. Irish P. Ronquillo****Dubai, United Arab Emirates****🖂****irish.ronquillo@yahoo.com****✆****+971567196671****ADMIN / SALES**PERSONAL INFORMATION:Birth date: December 17, 1993Birthplace: Bataan PhilippinesGender: FemaleCivil Status: SingleHeight: 5’4Weight: 57kgReligion: CatholicLANGUAGE SPOKEN:ENGLISH,TAGALOG**SEMINARS / TRAINING ATTENDED*** Time Management (March 20. 2014)
* Managing Stress (January 29. 2014)
* Basic Food Hygiene (February 09. 2013)
* Introduction to Hospitality & Tourism Management

Newport City, Pasay City (September 22. 2011)* Watering Services Back Drafts & Cocktail Mixing

San Ramon Dinalupihan Bataan Philippines  **(**November 05.2011) | **OBJECTIVE**To obtain a responsible, a challenging position and to be able to share, improved and make full use of my knowledge and skills for the growth, betterment and progress of an established organization dynamically.EXPERIENCES**NORTH FACE : MIRDIF CITY CENTRE DUBAI** **(AUG 01 2020 TILL NOV 26 , 2020)****Company : GULF MARKETING GROUP LLC , UAE****POSITION: ADMIN / SALES** * Greet and welcome customers, clients, and other visitors
* Handle incoming and outgoing calls , mails and emails
* Doing administrative and clerical tasks (such as scanning or printing )
* Preparing and editing letters, reports , memos , emails and KPI S
* Running errands to the office or supply store
* Arranging team meetings, customer orders and reservations
* Answering phone calls and taking messages
* Maintaining folders on servers
* Liaising with teams and units
* Tracking petty cash, till float, cash sales , gift card,
* Organize and manage reports, folders and documents
* Supervising a team of staff when the manager was not available
* Ensuring the store monthly target were met
* Providing customers with advice on the right product for them

**TIMBERLAND NOVEMBER 2014 – JULY 2020****Company : GULF MARKETING GROUP LLC , DUBAI UAE****POSITION: ADMIN/SALES*** Greet and welcome customers, clients, and other visitors
* Handle incoming and outgoing calls , mails and emails
* Doing administrative and clerical tasks (such as scanning or printing
* Preparing and editing letters, reports , memos , emails and KPI S
* Running errands to the office or supply store
* Arranging team meetings, customer orders and reservations
* Maintaining folders on servers
* Liaising with teams and units
* Tracking petty cash, till float, cash sales , gift card
* Organize and manage reports, folders and documents
* Supervising a team of staff when the manager was not available
* Be involved in stock control and management
* Ensuring the store monthly target were met
* Providing customers with advice on the right product for them

**ABELA & CO DUBAI, UAE. OCT 2012 – OCT 2014****BAKER HUGHES JEBEL ALI****POSITION: CASHIER*** Provides professional and excellent level of customer service.
* Handles customer issues, complaints, resolutions and escalates to concerned Manager.
* Open and close cash registers, performing tasks such as counting money, arranges bills, coupons, vouchers, credit cards and other means of defrayal consisting of cash and cheques”s issues.

**JPM RENT A CAR FEB2011- OCT2012****BATAAN, PHILIPPINES****POSITION: RECEPTIONIST** * Welcomes customers by greeting them in person or in telephone.
* Maintains safe and clean reception area.
* Assist customers when they have inquiries, trouble or questions using computer software’s such as Microsoft Office and all software are that are being used in the computer shop.
* Operates and monitors computer equipments.
* Provide basic computer/Internet assistance, range of facilities to enable typing, printing and scanning.

EDUCATION  2017: Secretarial Filipino Institute, Al Qusais Dubai May-Sept 2013 : International Computer Driving License King Faisal Sharjah . March- August2009-2012 : Bachelor of Science in Hotel and Restaurant  Management . Tertiary: Bataan Peninsula State University DECLARATION I hereby declare that the above information is true to the best of my knowledge and belief and nothing has been concealed or distorted. |