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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, 1993  Birthplace: Bataan Philippines  Gender: Female  Civil Status: Single  Height: 5’4  Weight: 57kg  Religion: Catholic  LANGUAGE 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- August  2009-2012 : 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. |