

MARIELOU S. MORATA

Competency Summary



Mobile

0566364704

Current address

Sheikh Zayed Road, UAE

Permanent home address

J Village, Philippines

Email address

pinpinmorata123@gmail.com

Education

College

* University of Mindanao
(Bachelor of Science in
Criminology)

Computer Skills

MS Office, MS Excel, MS
Word, MS Power Point
Software, MS Outlook,
World Wide Web.

About Me

Date and place of birth:

June 25, 1999

Height: 5'4"

Visa Status :

Visit Visa (Valid June 1,
2022)

Nationality:

Filipino

Language:

Tagalog, English

Experiences:

- Secretary
- Customer Service
- Sales Representative
- Front Desk Receptionist
- Data entry

Skills:

- Excellent Communication skills, developed through experience in customer service and front desk duties and sales experience.
- Relationship building skills through work experience in teamwork, team building and student leader.
- Time management and Decision-making skills.
- Adaptability and ability to work under pressure.
- Well-organized, detail-oriented, ability to multi-task with great follow-up skills.
- Strong written and verbal communication skills.
- Confident, Hardworking who is committed to achieved excellence.
- Excellent writing skills and can produce strong and intellectual emails.
- Attention to detail with strong organizational skills and hardworking.
- Logical thinker with strong analytical, problem-solving, and research skills.
- Well dressed, presentable, neat and clean.
- Ability to work effectively in a team setting.
- Good team skills, and the maintenance of positive working Relationship.
- Excellent organizational skills and attention to detail.
- Strong personality who can handle all task.

Career History

Sales Secretary / Customer Service (LM Bikes & Backyard Customs)

[Year 2019 – November 2021] - Tagum City, Philippines

- Presenting, selling products and services.
- Explaining and giving the customer an information about the products.
- Handling and resolving customers complain.
- Contacting potential buyers and giving them presentation.

- Presenting, selling parts of bikes, motorcycle parts and customizing motor parts.
- Handling the company inquiries such as prices of motor or bike parts.
- Handling the rental price of the Vehicles, receiving bills, invoice, and saving it on system.
- Answering inquiries and receiving queries and putting it in data entry.
- Processing and receiving payments
- Preparing bills and taking payments.
- Taking and passing on messages to guests or customers.

Sales Representative / Customer service (Steezy Skate Shop)

[Year 2018 to 2019] - Tagum City, Philippines

- Answering phone calls, receiving inquiries and answering query.
- Welcoming the guest/customer politely with a smile.
- Receiving orders through online.
- Online selling to get a potential buyer/customer.
- Checking prices of the skate parts and tools, calculating any additional charges. (If any)
- Receiving and sorting incoming payments with attention to credibility.
- Preparing bills and taking payments.
- Dealing with complaints and problems at the shop.
- Maintaining cleanliness of the shop and decorating the shop millennially style.

Assistant Event Organizer (EM Event's by Edgar Montenegro)

[Year 2017 to 2018] - Tagum City, Philippines)

- Event planning, designing the production within time limits.
- Working with clients to identify their needs and ensure customer satisfaction.
- Organizing and arranging the facilities and details such as decor, catering, entertainment, transportation, location, bands guests the invitee list, special guests, equipment, promotional material etc.
- Promoting the event through social media's
- Handling and responsible for the whole events, income and out come of the events ensuring the guest are well satisfied.
- Detailed oriented and working long hours to ensure that everything was done before the deadline.
- Responsible to produce the events from the conception till completion.

Breeders (Kikay and Alora Kennel) – [Aug 2015 to December 2016]
Davao City, Philippines

- Understand the cost of the breeding of the dogs.
- Resourceful of searching the best canine breeds for a dog breeding
- Completely doing an on-line endorsement to get potential customer.
- Responsible for producing purebred puppies designed as future show dogs, companion animals, or breeding stock.
- Taking care of the dogs or cats (nanny) and feeding them as per the correct timings.
- Responsible for breeding the dogs and planning for a specific.
- breeding and spending the long sleepless night getting the puppies.
- Making sure cleanliness and hygiene is must.
- Also, taking care of the dogs who has genetic disorders.

Cashier / Server (Area 51) [January 2015 to July 2016] - Tagum City,
Philippines

- Receiving payments and issuing receipts.
- Gift-wrapping packages and keeping track of all cash and credit transactions.
- Managing transactions with customers using cash registers.
- Process sales transactions
- Calculate the cost of products or services
- Accept/receive and counting payments
- Calculate and return change when required by the payment method
- Maintain adequate change denominations in the cash drawer and request additional change.
- Answer customer questions about products or services.
- Reconcile cash drawers and sales receipts.
- Report issues with equipment
- Calculating and counting income and expenses.