

**MARIJOY MOULIC BURGOS**

Khalifa City A. Abu Dhabi, UAE

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To succeed in a career path that will lead to the highest professionalism in my career through a process of continuous learning and to utilize my capabilities.

**ACADEMIC PROFILE:**

**College:**

Bachelor of Science in Business Administration- major in Management - Graduate

Philippine School of Business Administration

Aurora Boulevard, Quezon City

**High School**:

School of Our Lady of Atocha

Alicia, Isabela

**WORK EXPERIENCES**:

1. **CHEF DE PARTIE –** September 2012 – Present

Nolus Restaurant / Café – Abu Dhabi, UAE

Job Profile:

To oversee the salad and Sandwich

Section. Prepare and cook food according to recipes, quality and presentation standards and food prep check list. Safely and appropriately preparing and serving salads and sandwich. It also includes monitoring the quality of foods being prepared and served throughout the shift.

1. **JUNIOR SALES ASSOCIATE**- March 2010 - May 2012

Tweeds Boutique (Apparels, Children’s Wear) Robinsons Galleria Ortigas Philippines

Job Profile;

Involved in selling different items and styles. Also assisting customers in order to meet their satisfactions, such as handling their complaints in a proper way.

1. **OUTBOUND CALL CENTER AGENT** – (October 2009 - December 2009)

One Contact Center- Ortigas Center Pasig City, Philippines

Job Profile:

Involved in calling and selling to the prospective client the promotional event like vacation and tour packages.

1. **B.O COORDINATOR** – (April 2008 - August 2009)

Long run trucking Inc. - company closed

Job Profile:

Involved in checking the quality of the products and the list of the deliveries in and out of the company.

1. **Cashier – Entry Level** – (June 2002 – January 2002) End of Contract Rustan’s Express lane – Antipolo City, Philippines

Job Profile:

Involved in assisting customers in the purchase of goods. Remittances of daily sales plus the preparation of the daily sales reports. It also includes the handling of customer complaints and queries.

1. **Administrative Clerk** – Junior Supervisory (November 200 – April 2002)

Royal Pest Control and Chemical Product, Cainta Rizal, Philippines – Company Closed.

Job Profile:

Responsibilities include handling of schedules for the operations and transactions with suppliers. Setting appointments with clients.

1. **Production Crew** (April 2000 – October 2000) End of Contract

Red Ribbon Bakeshop, E Rodriguez Jr. Avenue Quezon City, Philippines

Job Profile:

Involved in encoding and recording of stocks in the productions. Also, responsible in the forecasting of all products. Checking the expiration dates and the quality for most of our product line.

1. **Sales Personnel** – Entry Level (April 1998 – January 2000)

Side 2 Video love bird street, Libis Quezon City, Philippines – Company Closed

Job Profile:

Involved in the preparation of files for clients and members. Logging for

Rentals and returns. It also includes safe keeping and collection of daily transactions.

**PERSONAL INFORMATION:**

Date of Birth: October 22, 1976

Place of Birth: Alicia, Isabela

Civil Status: Single Mother Height: 5 feet and 4 inches Weight: 135 lbs.

Complexion: Fair Complexion

Citizenship: Filipino

Religion: Roman Catholic

Personal References would be given upon your request.

I hereby certify that all the above given information is true and correct to the best of my knowledge and belief.

**Marijoy Moulic Burgos**

Applicant