



Charmie C. Baroquillo

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Dubai UAE

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Objective

I take the job with the great sense of responsibility, enjoy the challenge with the new situation and expect the make of positive contribution to your organization. I feel that your job offer is a greatest scope for my career growth and use of my abilities.

Personal Details

- Date of Birth : 09/09/1994
- Marital Status : Single
- Nationality : Philippine
- Religion : Roman Catholic
- Gender : Female

Education

- **CABATANGAN ELEMENTARY SCHOOL** 2006
ELEMENTARY
GRADUATED
- **DON HILARION G. GONZAGA MEMORIAL HIGHSCHOOL** 2010
SECONDARY
GRADUATED
- **INFORMATION AND COMMUNICATIONS TECHNOLOGY** 2012
VOCATIONAL
BASIC COMPUTER LITERACY COURSE
- **CARLOS HILADO MEMORIAL STATE COLLEGE** 2013
COLLEGE
BACHELOR IN SCIENCE IN EDUCATION (BS. Ed)

Experience

- **CITY TREASURERS OFFICE** August 2012 - November 2012
OJT
Typically involves a combination of observing others and hands-on experience completing tasks under the supervision of a training manager , coworker or outsourced professional trainer. When undergoing OJT, you learn the processes and procedures your employer uses.
- **SM TARLAC** May 2013 - November 2013
CASHIER
Responsibilities include receiving payments and issuing receipts, gift-wrapping packages and keeping track of all cash and credit transactions.
- **GAISANO GRAND KABANKALAN** June 2014 - December 2014
SALE ASSISTANT
Help locate product for customers, place order, place holds, process transactions and keep the sales floor organized and well-stocked. They are the face of the company and must uphold company values both in how they dress and how they interact with customers.
- **Campuestuhan Highland Resort** April 2016 - October 2016
Service Crew/Cashier
Providing outstanding food and drinks service to customers in a friendly manner. The service crew serves directly to the customers of a business organization such as hotels, cruise ship or even restaurants.
- **Right Goods Philippines Inc** June 2017 - August 2018

Warehouse Checker/Inventory/Packing

Checks, processes, and clears customers' orders for shipments · Keeps the warehouse and its environments clean to ensure safety.

- Nanny/ House helper 2019 - Present 2023
Providing cleaning and childcare services for a family or members of a household. As a live-in nanny, your responsibilities may vary depending on the service that your employer needs. You may clean, prepare meals, and handle other domestic chores.

- **Partime** 2019 - 2023
Receptionist
Receptionist's duties and responsibilities include greeting visitors, helping them navigate through an office, and supplying them with refreshments as they wait.

Skills

- Communication skills
- Problem solving
- Basic Computer
- Ms word
- Excel

Languages

- Pilipino,
- English
- Basic Arabic

Reference

- Provided upon Request -



CHARMIE C. BAROQUILLO