



MARIA RICHELLE D. CONDES

Sales Representative / Cashier

☎ +971501910824

✉ mariarichellecondes@gmail.com

📍 Flat 1006 Saif Bin Darwish Bldg.
Hamdan St. Abu Dhabi

EDUCATION

St. Therese MTC Colleges
Iloilo City
Bachelor of Science in Hotel and
Restaurant Management 2002-2006

SKILLS

Flexible, able to work on own initiative,
deal with more than one task at a time,
work under pressure and prioritize tasks
accordingly

Highly adaptable, quick learner, open
to new ideas and ready to take on
responsibilities

May perform other duties as required

LANGUAGE

English
Tagalog
Hiligaynon

OBJECTIVES

To be competent and successful while improving the organizational performance by providing customer satisfaction and helping the company achieve its goals.

WORK EXPERIENCE

August 2021 - October 2023
Nellopez Inc. / Iloilo City Philippines
Office Staff

answer and direct phone calls, schedule meetings, book travel arrangements, managing filing system, organize office operations and procedures, provide general support to visitors, office maintenance, bookkeeping, ordering and tracking office inventory, purchasing office supplies, and submit daily, monthly and yearly income and expenses report of the company.

October 2016 - July 2020
Al Safeer Group of Companies / Sharjah UAE
Sales Representative / Cashier

providing assistance directly to customers, include greeting customers, managing the cash register, responsible for processing and receiving payments and issuing receipts, handle additional items necessary such as coupons.

March 2014 - March 2016
Gulf Energy Technology and Project / Qatar
Housekeeping

responsible for cleaning and reporting any safety hazards, must complete tasks like vacuuming, sweeping empty trash bins, dusting shelves, cleaning windows, mopping floors and more.

REFERENCES

Ashley Scott Dadula
M.A Brain Development Center /
COO
Phone: +971502681447
Email: dadulaashhley@gmail.com

Nena B. Guzman
Smart Baby / Asst.
Manager
Phone: +971567931084
Email: nenaguzman_371@yahoo.com