



MICHELLE A. DELA CRUZ



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Burjuman, Dubai, UAE

PERSONAL INFORMATION

GENDER :FEMALE
DATE OF BIRTH :08/28/1998
MARITAL STATUS :SINGLE
NATIONALITY :PHILIPPINES
PASSPORT :P2552934B
VISA STATUS :TOURIST VISA
LANGUAGE :TAGALOG &
ENGLISH

SKILLS

- Disciplined and accurate
- Able to stay calm under pressure
- Excellent social and communication skills
- Service Oriented to ensure to ensure customer satisfaction
- Microsoft Office & Excel

OBJECTIVE

I am currently looking for a suitable position in your esteemed Company. I believe that the experiences I have obtained have surely enhanced my skills and I was able to acquire extensive knowledge. I am a highly motivated. Confident with exceptional multi-tasking and organization Skills. And with your trust, I can attain the professional growth that I am after.

EDUCATION

2014-2015	Mamali National High School
2016-2019	BACHELOR OF TECHNICAL TEACHING EDUCATION in ZCSPC (Zamboanga City State Polytechnic College)

WORK EXPERIENCE

2023.10 - 2024.01

GLOBAL IDENTITY IMMIGRATION VISA SERVICES (WORLD TRADE DUBAI)

SALES CONSULTANT

- Advise clients of their legal rights and all matters related to immigration and citizenship law.
- Help clients obtain visas and other documentation for temporary entries and permanent residence.
- Ensure the client provides accurate and up-to-date information.

2020.09-2023.09

Beauty Revolution (FZE) Sharjah (Airport Free-Zone Office)

ASSITANT

- In-charge of incoming and outgoing calls
- Relay message to the in-charge person
- Helping production team
- Clerical task such as sorting and sending emails.

DECLARATION

I hereby declare that the above particulars are true and correct to the best of my knowledge and belief. If I am given a chance to serve with your company, I will put in all my effort to the best of my ability to discharge with a great enthusiasm.

Looking forward to meet you and discuss the details. my experiences and skills.

Thank you for your time and consideration.

MICHELLE A. DELA CRUZ

Applicant