



GENIN RIZARO

To train my skills and expertise with the use of standard tools and my discipline and experience that will contribute to the value of work that the company needed. Offer my creativity, productivity, work efficiency, and the high quality outcomes of my work.

CONTACT ME AT

 Block 23 Lot 17 Boston Heights Phase 1 Subdivision, Toolong, Kawit, Cavite 4104

 (+63) 995 147 4326

 genin.rizaro@gmail.com

PERSONAL INFORMATION

 Date of Birth
12 / 14 / 1993

 Place of Birth
Mangangan I-Baco, Oriental Mindoro

 Gender
Female

 Nationality
Filipino

 Martial Status
Single

 Height
5'1

 Weight
50 kg

LANGUAGES

FILIPINO ●●●●●

ENGLISH ●●●●●

MANDARIN ●●●●●

MALAYALAM ●●●●●

HINDI ●●●●●

ARABIC ●●●●●

AWARD RECEIVED

 Best in Cake Production held at Imus Institute of Science and Technology (2018)

EMPLOYMENT HISTORY

- May 2012 - Mar 2014 **Admin Coordinator**
Sureway Promotion Inc.
Las Piñas, City
End of Contract
- Apr 2014 - Sep 2014 **Sales Clerk/Fitting Room Attendant**
Mainstream Business Inc.
SM City Bacoor, Cavite
End of Contract
- Feb 2015 - Apr 2017 **Cashier/Customer Service**
Regency Group for Corporate Mgmt.
Grand Mall Hypermarket, Qatar
End of Contract
- Dec 2019 - June 2021 **Factory Worker**
Powertech Technology Inc.
Hsinchu, Taiwan
End of Contract
- June 2022 - Aug 2022 **Salon Manager/Titok Video Editor**
Beautylife Ladies Salon
Doha, Qatar
Resigned
- Present **Front Desk Receptionist**
Belamour Aesthetics
Bacoor, Cavite
- 2006 - 2007 **Alapan I - A Elementary School**
Primary
Imus City, Cavite

EDUCATIONAL HISTORY

- 2007 - 2011 **Emiliano Tria Tirona Memorial National High School**
Secondary
Gahak, Kawit, Cavite
- 2011 - 2012 **International Electronics and Technical Institute Inc.**
Tertiary | UNDERGRADUATE
Information and Communication Technology
Imus City, Cavite
- 2017 - 2018 **Imus Institute of Science and Technology**
Vocational
Bread and Pastry Production NC II
- 2018 - 2019 Vocational
Bookkeeping NC III
Nueno, Imus City, Cavite

SPECIAL SKILLS/INTERESTS

- Knowledgeable in Microsoft Office such as Word, Excel and Powerpoint Presentation
- Excellent interpersonal communication, customer service, sales and marketing skills.
- Ability to set daily sales targets.
- Packing all customer purchases professionally and appropriately to avoid breakage.
- Receiving and recording products by quantity specified in the work order.
- Knowledgeable in style, marketing skills and design sense.
- Knowledge in Basic Accounting
- Fast learner in any work given and can work under pressure
- Ability to Writing and Understand Code
- Ability to Program Manufacturing Specific Machines and Devices
- Setting up & Testing Machinery
- Knowledgeable in basic Titok Video Editing.

CHARACTER REFERENCES

References available on request.

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



APPLICANT