





# 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, Toclong, 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

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

## EDUCATIONAL HISTORY

2007 - 2011	<b>Emiliano Tria Tirona Memorial National High School</b> Secondary Gahak, Kawit, Cavite
2011 - 2012	<b>International Electronics and Technical Institute Inc.</b> Tertiary   UNDERGRADUATE Information and Communication Technology Imus City, Cavite
2017 - 2018	<b>Imus Institute of Science and Technology</b> 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.


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**APPLICANT**