

Curriculum Vitae of

Mr. VON CYRIEL C. MABAZZA

Email: ayelmabazza@outlook.com

Contact No. +639974954091



Career Objective

To continue my career in an organization that will utilize and develop my skills, marketing background, customer service abilities and office management skills to benefit mutual growth and success.

SUMMARY OF QUALIFICATIONS

A knowledgeable sales & marketing individual brought by extensive experiences in excellent customer service, reaching sales objectives and office clerical and administrative skills.

KEY SKILLS & STRENGTHS

- Communication skills in written and oral
- Knowledge in Marketing Research & Advertisement
- Computer Literate
- With leadership & with outstanding people skills
- Professional, diplomatic and tactful
- With entrepreneurial attitude and negotiation skills
- Highly motivated and with strong desire to excel

HIGHEST EDUCATIONAL ATTAINMENT

B.S.B.A Major in Marketing Communications

San Beda College - Manila

School Affiliations:

- San Beda Junior Marketing Association Member, AY 2006-2010
- San Beda College Men's Volleyball Team, AY 2006-2010
- Glamlab Marketing Selling "Learning by Doing"
- Outstanding Performance on Selling Apprenticeship Program, AY 2007-2008
- Outstanding Performance in Retail Project, AY 2007-2008

PERSONAL INFORMATION'S

Age : 33years old
Date of Birth : 27 August 1989
Nationality : Filipino
Civil Status : Single
Languages : English & Tagalog

WORK EXPERIENCE

Virtual Assistant (Social Media Manager)

January 2022 – Present

Job Description:

- Perform market research
- Respond to emails and phone calls
- Maintaining client's social media platforms
- Identifying trends in customer interactions
- Creating content and social media campaigns

Housekeeping Coordinator

Al Rayyan Group for Business and Trade

Doha, Qatar

January 2015 – June 2016

Job Description:

- monitoring the activities of the Housekeeping department
- Manage & inspect site operation
- Respond & coordinate guest requests
- Inventories stock to ensure adequate supplies
- Performs cleaning duties in cases of emergency or staff shortage
- Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness

Sales Assistant

British Home Store, Liwa Trading Company

Abu Dhabi, United Arab Emirates

December 2013 – December 2014

Job Description:

- Greet all customers in a professional, friendly, and timely manner
- Assess customer needs and right fit with what they specifically ask.
- Complete and accurate sales transaction, sales report and all other office related paperwork's.
- Work with store management in opening, closing and operating the retail facility.
- Involve in monthly stocktaking or inventory and its reports.

CERTIFICATES

- **Tesda Certificate NCII (Housekeeping)**
- **Incident Command System (Basic Courses)**