



VIVIAN MAE JUMBAS

CONTACT

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PROFILE

Dedicated and oriented professional seeking a challenging role where I can leverage my experiences and knowledge. Committed to achieving excellence through a proactive and solutions-driven approach.

EDUCATION

COLEGIO DE LA PURISIMA CONCEPCION

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

2011-2015

89% GPA

SAINT CATHERINE ACADEMY

2006-2011

WITH HONOR

WORK EXPERIENCE

TASAWER CLOSET AND KITCHEN, LLC, UAE

JUNE 2024-PRESENT

SALES PERSON

"Administrative work, Pricing, Making quotations and contracts, receipts for clients. Responsible for branch sales.

CONCEPT.AE ONLINE STORE, UAE

MAY 2022-JUNE 2024

"Preparing orders online, packing, contacting clients, keeping record, responsible for sales of the shop.

CEBUANA LHUILLIER PAWNSHOP INC.

2019-2020

BRANCH CLIENT RELATIONS ASSOCIATE 3

Teller, Vault Custodian, branch administrative work, branch sales, Gold appraising, buying and selling.

SACRED HAERT OF JESUS DEVELOPMENT CORPORATION, PHILIPPINES

2018-2019

REAL ESTATE AGENT

"Selling properties, facing clients, touring to the said properties".

PROVINCIAL GOVERNMRNT OF CAPIZ, PHILIPPINES

2015-2018

LEGISLATIVE SERVICE ASSISTANT

"Administrative work, encoder, incoming and outgoing documents, receiving clerk, invoices and purcha

SKILLS

COMPUTER LITERATE	98%
CUSTOMER SERVICE	95%
SALES KNOWLEDGE	90%
ATTENTIVE	95%
WORK UNDER PRESSURE	95%