

CURRICULUM VITAE

Shaira Kai F. Hizon

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EDUCATIONAL ATTAINMENT:

TERTIARY : Nueva Ecija University of Science and Technology
Talavera Nueva Ecija Philippines
Bachelor of Science in Business Administration
Major in Marketing Management
2015 – 2019

SECONDARY : Sto. Domingo National Trade School
Baloc, Sto. Domingo Nueva Ecija Philippines
2008 - 2012

PRIMARY : Talavera North Elementary School
Talavera Nueva Ecija Philippines
2002 - 2008

WORK EXPERIENCE(S):

-ASDIQA AL SAADA TRADING LLC

Al Majaz 1, Sharjah, UAE

December 14, 2022 up to present

Description: RETAIL SALES ASSISTANT

- * Greet customers and ascertain what each customer wants and needs.
- * Providing excellent customer service and resolving product queries.
- * Compute sales prices, operated cash register and processed customer transactions accurately and efficiently, handling cash, credit and debit transactions.
- * Establishes, develops and maintain business relationship with current customers and prospective customers.
- * Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- * Recommend, select, and help locate or obtain merchandise based on customer needs.
- * Arranged and organized all the items and maintaining cleanliness of the store.

– SOROSORO IBABA DEVELOPMENT COOPERATIVE

Talavera, Nueva Ecija, Philippines

November 6, 2020 to August 29, 2022

Description: COMMUNITY COORDINATOR

- * Good service provider
- * Make the report on time
- * Receiving payments from the clients
- * Sorting documents and other related papers

- * Receives queries and complains of the clients
- * Performs loan Inquiries (Explaining the details to the clients)
- * Prepare documents of the clients on releasing of the loan.

– SANFORD MARKETING CORPORATION (Savemore Supermarket)

Talavera, Nueva Ecija, Philippines

May 24, 2020 to September 25, 2020

Description: CUSTOMER ASISSTANT

- * Receiving Stocks
- * Good service provider
- * Receives queries and complains of the clients
- * Sorting documents and other related papers
- * Perform other duties as required by the management

– ON THE JOB TRAINING (Landbank of the Philippines)

Talavera Nueva Ecija Philippines

January 21, 2019 to May 10, 2019

Description: OFFICE CLERK

- * Encoding Files
- * Fax Machine Operator
- * Sorting Documents and other related papers

SEMINAR(S) ATTENDED:

- Data Privacy Awareness
Talavera Nueva Ecija Philippines
June 16, 2021
- Customer Service Leveled Up
Talavera Nueva Ecija Philippines
July 9, 2021
- Point Of Sales (POS) Refresher Training on Sales and Banking System
Talavera Nueva Ecija Philippines
January 21, 2022

PERSONAL INFORMATION

Date of Birth	: April 13, 1996
Birth Place	: Talavera, Nueva Ecija, Philippines
Civil Status	: Single
Religion	: Roman Catholic
Nationality	: Filipino
Language can speak or write	: English and Tagalog
Visa Status	: Employment Visa
Passport No.	: 2421208B

SHAIRA KAI F. HIZON
(Applicant)