**MA. ANGELIKA C. HALILI** Driving license no. 901230626

Building no. 645 Flat 104 Road 3821 Mobile #: (973) 34666856

Block 338 Adliya, Manama Bahrain. E-mail: halilima.angelika@yahoo.com

**Summary Of Qualification:**

A highly creative, goal oriented professional with extensive experience in all aspects in Office Administration and Retail business. Highly organized with the ability to manage multiple tasks and meet deadlines. An innovative and proactive individual possessing solid convictions, moral and business ethics, combined with a commitment to organization.

**Professional Experiences:**

**Gulf Marketing Group ( Nov 2019 – Up to date )**

**GMG Building, Oud metha. Dubai UAE.**

**Sales associate ( Bahrain City Center – Sun and Sand Sports )**

**Gulf Marketing Group ( January 2018 – Oct 2019 )**

**GMG Building, Oud metha. Dubai UAE.**

**Sales associate ( Bahrain City Center - Timberland )**

**Alshaya Trading Corp. W.L.L Co. ( October 2014 – Dec. 2017 )**

**Manama, Kingdom of Bahrain.**

**Sales associate / Team Leader ( Mothercare - Enma Mall)**

**Colgate Palmolive Incorporated Philippines (April 2013-April 2014)**

**Two World Square, McKinley Taguig City Philippines.**

**Customer Service Officer.**

**Unilever Incorporated Philippines (March 2012-April 2013)**

**Bagong Bayan, Quezon City Philippines.**

**Inventory Controller.**

**Personal Data:**

Birth Date : December 10, 1990

 Birth Place : Pasig City

 Age : 29

 Civil Status : Single

 Citizenship : Filipino

 Height : 5’1

 Father’s Name : Liberato Halili

 Mother’s Name : Norma Halili

 Skills : Computer Literate, Typing & Web Developer,

 Speed Type 45 WPM. MS Office.

**Education:**

***Tertiary* : Jose Rizal University**

 Bachelor of Science in Information Technology (BSIT)

 2006-2009 (Graduated)

 Shaw Blvd., Mandaluyong City of the Philippines.

***Secondary* : San Joaquin Kalawaan High School**

 2002-2006 (Graduated)

 Lope K St., San Joaquin Pasig City of the Philippines.

**Character Reference:**

Mohammed Aamir

 Manager ( Timberland )

 Gulf Marketing Group

 973.3503.1771

 Ishaq Mohammed

 Manager ( Sun and Sand Sports )

 Gulf Markerting Group

 973.3649.4909

 Atyab Humood

 Training Officer

 Alshaya Trading Co.W.L.L

 973.3334.8744

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

 **Ma. Angelika C. Halili**