

LEA MAE MANGAYA

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Abu Shagara, Sharjah -UAE



OBJECTIVE

I am seeking employment with a company where I can grow Professional and personally. To work in tandem and with a team in a challenging and competitive environment where I could improve my knowledge, capabilities, and put them to use for the development of the organization.

PERSONAL BACKGROUND

- Date of Birth : May 14, 2001
- Place of Birth : Philippines
- Marital Status : Single
- Height : 5'3
- Nationality : Filipino

EXPERIENCE

• TOYS FOR US AND MORE FZE (SALES ASSISTANT)

Sharjah (UAE)

March 2024- April 2024

- Arranging deliveries to customers
- Cleaning and re-arranging displays in shelves
- Assisting customers in finding the products they're looking for.
- Checking and Finalizing Items
- Collaborating with other team members for sales report.

• JUN'SMART SUPERMARKET (CASHIER)

Bamban Tarlac (Philippines)

January 2022- June 2022

- Processing and receiving customer payments
- Issuing receipts
- Maintaining sales records
- Processing refunds when necessary
- Greet and interact with costumers

• RCS SUPERMARKET (SALES LADY)

Capas Tarlac Philippines

February 2021- December 2021

- Greeting customer's
- Provide them with information on their required products.
- Identifying customers needs
- Guiding costumers around the store

- Help customer navigate around new products

TRAINING AND SEMINAR

BUREAU OF FIRE

PROTECTION

TARLAC, PHILIPPINES

Position: OFFICE STAFF

- Profiling
- Encoding
- Document editing

BAMBAN POLICE STATION

TARLAC, PHILIPPINES

Position: ADMIN STAFF

- Assisting people
- Answering phone calls
- Making summary report

SKILLS

- Communication Skills
- Sales management
- Proficient with Microsoft word, PowerPoint and excel
- Time management

EDUCATION

- **PRIMARY**

DAPDAP ELEMENTARY SCHOOL

(Tarlac, Phipines)

SY. 2007-2013

- **SECONDARY**

SAN ROQUE NATIONAL HIGH SCHOOL

(Tarlac, Philippines)

SY. 2013-2019

- **TERTIARY**

CENTRO COLEGIO DE TARLAC

BACHELOR OF SCIENCE IN CRIMINOLOGY

(Tarlac, Philippines)

SY. 2019-2023 (GRADUATED)

I hereby confirm that all my above information is true and correct

LEA MAE D. MANGAYA

APPLICANT