



# CARYS DE JESUS RIVERA

## OBJECTIVE

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To work in the field of communications where I can develop my knowledge and abilities as a Mass Communicant and apply it for the future development of the company.

## EDUCATION

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### Tertiary

STI Colleges | B.S. Business Administration  
Ermita Balayan Batangas  
2010 - 2012

### Secondary

Calatagan Institute  
Calatagan, Batangas  
2003 - 2007

### Primary

Pedro Palacio Memorial Elementary School  
Brgy. Sta Ana Calatagan, Batangas  
1997 - 2003

## CONTACT

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### Phone

+974 3037 4292

### Email

carysrivera@gmail.com

### Address

Zone 25, Al Mansoura Doha Qatar

## SKILLS

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- Good Communication skills
- Timely and Organized
- Proficient in Microsoft Office
- Team Player
- Flexible and Willing to Assist the Company

## PERSONAL INFO

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- Date Of Birth: June 9, 1990
- Age: 32 years old
- Height: 5'1
- Mother: Antonia Rivera
- Father: Jaime Rivera

## SEMINAR/TRAINING

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- Seminar for Mass Media featuring Miriam Defensor Santiago
- Centro Escolar University, October 2012

## WORK EXPERIENCE

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### GIORDANO PHILIPPINES

Sales Associate for Clothing  
SM City Lipa, Batangas City Philippines  
Nov 03, 2009 - Jun 13, 2010

- Provided customer service
- Assisted shoppers in finding clothing items
- Maintained store cleanliness
- Organized merchandise displays

### CRATE AND BARREL

Sales Associate for Luxury Furniture  
SM Megamall, EDSA Corner J. Vargas Avenue, Mandaluyong City  
Aug 07, 2014 - Sept 12, 2015

- Assisted customers in selecting high-end furniture pieces
- Provided product knowledge and recommendations
- Processed sales transactions
- Maintained a welcoming showroom atmosphere

### STILTS CALATAGAN BEACH AND RESORT

Front Desk Receptionist  
Brgy Sta. Ana Calatagan Batangas  
January 5, 2016 - May 30, 2016

- Welcomed guests and managed check-ins
- Handled reservations and inquiries
- Provided information about resort amenities and local attractions
- Ensured a smooth guest experience

**AL SAFEER MARKET SHARJAH U.A.E**

Sales Lady

January 2017 - January 2019

- Assisted customers with product selection
- Restocked shelves and maintained store cleanliness
- Handled cash transactions
- Provided excellent customer service

**PERA HUB WESTERN UNION**

Teller

February 2019 - Nov 2019

- Processed remittance transactions
- Verified customer identities
- Dispensed funds accurately
- Handled inquiries regarding money transfer services

**AL SAFEER GROUP OF COMPANIES**

Purchasing Officer

Sharjah UAe

January 2018 to February 2019

- Sourced and procured goods and services
- Negotiated contracts and prices with suppliers
- Maintained inventory levels
- Coordinated with departments to fulfill procurement needs

## CHARACTER REFERENCE

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**BEN VICTOR MORTEL**

Regional Head - West Metro

+63 917 590 4726

**MARCO DJ GONZAGA**

Lead Inventory Clerk - Stilts Calatagan Beach Resort

(Herarc Realty Corp)

+63 908 391 1585

"I hereby certify that the above information is true and correct to the best of my knowledge and belief."

**CARYS DE JESUS RIVERA**  
Applicant