**![reumer[1]]()**

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**Position: Sales lady**

**Career objectives:**

 ● To be part of a reputable service oriented and dynamic institution that will

 provide well rounded for growth, opportunity and professional advancement.

 ● To get involved with a company that can offer mobility to those employees that

 prove their value by hard work and diligent effort.

 ● Seeking a challenging and growth oriented position in an organization, where I

 would be able my implement my acquired skills in an effective positive manner,

 to meet a new challenge and gain further knowledge in any related field.

**Qualification:**

 ● Excellent in communications and interpersonal skills.

 ● Ability to think and make a quick decision.

 ● Calm and rational approach in hectic situations.

 ● Result oriented, young, dynamic and strong personality.

 ● Highly customer and a value team work.

 ● Computer literate.

**Working Experience:**

 **Cashier / Waitress**

 **Noon O Kabab, Iranian Restaurant Dubai, UAE**

 **IBN Batutta Mall**

 **April 2007-2008**

**Responsibity:**

● Greet and welcome the customers.

● Performs table arrangement and dining preparation.

● Take orders and forward to the kitchen to make a preparation.

 ● Serve to the customers and attend to their other needs

● Keep the restaurant clean and make it organize in all the time.

**Cashier /SalesLady**

**Watsons Olongapo City, Philippines**

**September 2008-2009**

 **Responsibilities:**

 ● Operates cash and registers .

 ● Receive cash and charge payments.

 ● Make a deal and assist the customers.

 ● Handles the customers queries.

 ● Maintain the high quality services in all customers.

**Receptionist cum Secretary**

**Alpha Hotel, Batangas City, Philippines**

**March 2005**

**Responsibilities:**

 ● Entertains and assist all quest inquiries and concerns with courtesy.

 ● Receive and send packages via courier.

 ● Handle incoming and outgoing calls of the different department in

 Management Office and transfer incoming calls to concerned employees.

 ● Handling travel, and hotel booking information.

 ● Responsible for organizing the transport of luggage, storage and carrying

 out guest orders and orderly invoicing services.

 ● Ensure completion of paper works such as recording filing.

**Education Attainment:**

 **Lyceum of Batangas**

 **Bachelor of Science in Nursing ( Undergraduate )**

 **June 2005-2006**

**Personal Information:**

 **Date of Birth : September 10, 1987**

 **Nationality : Filipino**

 **Age : 22**

 **Civil Status : Single**

 **Height : 5’2**

 **Language spoken : English, Tagalog**