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**JOANNA C. DUYAN**

 Famous Building

 Fujairah U.A.E

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**OBJECTIVE:**

 Seeking a challenging career in any field and willing to accept responsibility easily adaptable nature to new environment, willing to listen and learn excellent communication and interpersonal skills.

**EMPLOYMENT HISTORY:**

Receptionist at QUICK N KLEAN

Adnan building Fujairah,UAE

Oct. 2016 up to present

* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Directs visitors by maintaining employee and department directories; giving instructions.
* Maintains security by following procedures; monitoring logbook; issuing visitor badges.
* Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.
* Maintains safe and clean reception area by complying with procedures, rules, and regulations.
* Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* Contributes to team effort by accomplishing related results as needed.
* SALES ASSOCIATE AT DKNY
* ( DONNA KARAN NEW YORK )-LUXURY BRAND

AL YASRA GENERAL TRADING (L.L.C) - FASHION RETAIL

THE GALLERIA, SOWWAH SQUARE

ABU DHABI - U.A.E

JULY 2013 – NOV. 2015

**JOB DESCRIPTION:**

* Acknowledge and welcome customers as soon as they enter the shop. Assist and give them brief information about the product line.
* Answer questions and be able to give suggestions to their needs.
* Great knowledge of principles and processes for providing customer service.
* Daily or weekly sales report to be updated in regular basis to ensure sales will be monitored and tracked.
* Determined slow movers and fast seller items to control and balance stock flows.
* Replenishing of the item and balance stock flows.
* Basic handling customer complains.
* Replenishing of the item and doing some merchandising in order to make the shop clean and well organize in which is easy for the customer to buy what they needs.
* Cashier- Oversee cash transactions, cash reconciliations, account payments, accounts receivables and other accounting duties according to company policies.
* Contributes to team effort by accomplishing related results as needed.

**Skills:**

* Expertise in sales and marketing
* Manage accounts for cashier outlets
* Multi-tasking
* Manage office works
* Computer literate ( Microsoft Word ,Excel,Power Point )
* Expertise in travel/Hospitality as receptionist
* Can work under pressure, reliable and flexible

 CASHIER

EMKE GROUP OF COMPANY

 Fujairah, U.A.E

Jan.2008 – Feb. 2010

 SALES PROMOTER

SWISS ARABIAN PERFUME GROUP

DUBAI U.A.E

2011 – 2012

 SALES CLERK

SM CENTER POINT

Sta. Mesa, Philippines

July 2005 – Dec. 2005

**JOB DESCRIPTION**:

* Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
* Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
* Focuses sales efforts by studying existing and potential volume of dealers.
* Submits orders by referring to price lists and product literature.
* Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.

Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques.etc

**PERSONAL INFORMATION:**

Date of Birth July 30, 1986

Nationality Filipino

Place of Birth Philippines, Manila

Visa Status Residence Visa

Religion Roman Catholic

**EDUCATION:**

Tertiary

 City College of Manila

 Entrepreneurship

 S.Y 2005-2007

Secondary

 Jose P. Laurel High School

 Manila, Philippines

 S.Y 2000 - 2004

Primary

 Librada Avelino, Elementary School

 Manila, Philippines

 S.Y 1994 - 2000

 SIGNATURE