**WINAH**

[**WINAH.149243@2freemail.com**](mailto:WINAH.149243@2freemail.com)

**OBJECTIVE**

Seeking a challenging career opportunity in a reputed company, work experienced and creative towards making significant contribution to the growth and the development of the company and thereby develop myself.

**SKILLS AND STRENGHT**

* Wise Decision maker
* Excellent handling customer service
* Able to meet deadlines
* Ability to communicate people
* Hard working and honest
* Computer Literate

**EXPERIENCE**

Detail oriented, efficient and organized professional with extensive experience in Sales. Possess strong analytical and problem solving skills, with the ability to make well throughout decisions. Highly trustworthy, discreet and ethical, Resourceful in the completion of works, effective at multi-tasking, and computer literate.

**EMPLOYMENT HISTORY**

**Salon Receptionist \ Cashier**

**Sophies Hair Care Salon Dubai, UAE (June, 26 2015 – June 21, 2017)**

* Welcoming clients as they arrive in the salon and provide them required information.
* Take telephone calls, schedule appointments and respond to inquiries put forth by callers.
* Schedule appointment and ensure that any cancellation or readjustments are take care of..
* Make follow up calls to clients to remind them of their appointments whenever needed.
* Advise hairs stylist of the appointments and ensure having knowledge of staff movements in and out of organization.
* Provide clients with information on products and techniques used during hair cutting and styling activities.
* Take and records clients contact information’s in the salon database.
* Operate the cash register, take payment for services rendered and issue change and receipts.
* Ensure that the cash drawer or register is in your full control and balance at the end of the day.
* Provide full assistance to all staff whenever required.

**Party mascot \Kiddy party host**

**Kiddy Land Party Organizer Iligan City Philippines. ( Feb. 2013 – April 2014)**

* Have an enthusiastic and high energy at all times to keep the entertainment level high.
* Flexibility to work nights and weekends.
* Developed, create and execute skits to be performed on the fields.
* Preserve the identity of the mascots without deviashiting from established character including body language fun interactions and team presentation.
* Work well in a team environment.
* Planned creatively themed parties for children.
* Handled scheduling and reservations.
* Set up part area prior to guest arrival.
* Ensure table and exciting and unique place settings.
* Greeted children with fun signing and dance routines.

**Service Crew\ Cashier**

**Alrose Foods Corporation Aguinaldo St, Iligan City Philippines.**

**(June, 2008 - Nov, 2012)**

* Assist customers with answer to queries.
* Welcome customers by greeting them when they come in.
* Process all money transactions in the company.
* Receive all forms of payment such as money, checks, credit cards etc.
* Check and evaluate daily cash accounts.
* Take orders from customers and present them as requested.
* Process bills for the customers and also issue them receipts.
* Help without door delivery or with food preparation at the kitchen, depending on what it is required at any particular time.
* Provide helpful answer to queries or questions proffered by customers.
* Furnish customers with helpful information regarding service time and special deals offer.

**Sales Clerk / Cashier**

**Trend line Center (Full Line Store Inc.) (April 2007 – 2008)**

* Proactively acknowledge, greeted and assisted customer in the store.
* Offered customer with exemplary and timely service.
* Provided accurate product information.
* Served multiple customers, discovered their needs and made recommendation to generate sales.
* Recommended alternative purchase choices.

**EDUCATION**

Bachelor of Science in Hotel and restaurant Management

St. Michael’s College

Iligan CityPhilippines