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**Objective:**

To obtain a challenging post at your reputable organization that will utilize both my educational background and professional experience to contribute to the organization’s goals and simultaneously provide excellent opportunities for career development and personal growth. An aspiring team worker, hard working and dedicated professional who wants to meet the challenges posed in the industry and to contribute towards the growth of the organization along with self-motivation

**Academic Profile:**

Bachelot of Arts in Communication-Tarlac State University-Tarlac, Philippines

Graduated High School Level-Guevara National High School-Tarlac, Philippines

Graduated Elementary School Level-San Juan de Mata Elementary School-Tarlac, Philippines

**Skills and Attributes:**

* Highly motivated
* Strong leadership qualities
* Able to work under pressure
* Versatile and Knows Multi-Tasking
* Excellent in Marketing and Cash Handling
* Strong interpersonal skills and positive work ethics
* Sound judgment and decision -making abilities
* Computer literate in Window Office and Microsoft works
* Engage in proactive guest relationship building.
* Easily adaptable to changes
* Excellent negotiating skills
* Able to learn fast and do what is required
* Easily Interact and mingle with people from different nationalities & cultures
* Creative initiative ideas, excellent communicating skills and a genuine enthusiasm
* Very flexible (working hours)

**Career History and Experiences:**

**Mitsukoshi Motors Philippines Inc./Daan Hari Motors Corp. - Philippines**

**Marketing Assistant** **– November 2013 – September 2015**

* Responsible for prospecting customer through fliers and leaflets distribution, house to house and other marketing activities in selling motorcycle products
* Responsible in entertaining inquiries and walk-in customers of the branch.
* Greet customers
* Find out the customer's needs
* Recommend, select and help locate the right merchandise
* Describe a product's features and benefits
* Demonstrate use and operation of the product
* Answer customer queries regarding the store and the merchandise
* Provide information about warranties, manufacturing specifications, care and maintenance of merchandise and delivery options
* Provide information about financing available
* Maintain sales records
* Place special orders
* Organize and process merchandise exchanges
* Process repair or alteration of merchandise
* Stay current with sales prices
* Recognize and monitor security issues

**Assistant Cashier - September 2015-February 2016**

* Ensures the collection of office and field
* Responsible of office reports

**Languages Spoken:**

* English
* Tagalog/Filipino

**Personal Profile:**

Date Of Birth – 24th March 1988

Gender – Female