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**Objective:**I am seeking employment with a company where I can use my talents and skills to grow and expand the company.

**Work History**

**DJC-Rakes ( Ref. Aircon Kitchen Equipment Services )**

***Admin Assistant– Dec. 2004 to Dec. 2008***

* Performed various secretarial/clerical duties such as documenting, photocopying, faxing, mailing, and organizing filling system.
* Answered telephones and transferred calls to appropriate staff members.
* Sorted and distributed incoming communication data, including faxes, letters and emails.
* Organized the schedules of meetings and events.
* Coordinated agendas of meetings with technicians, managers, supervisors and clients.
* Monitored technicians’ daily schedules and preventive maintenance.
* Purchased office equipment’s and office supplies.
* Canvassing and purchasing materials
* Handled company billings and deliveries.
* Follow-up and collecting clients’ payables.
* Filed and recorded incoming and outgoing documents.
* Assisted inventory.

**Astrovision-The Podium**

**Sony/BMG**

***Merchandiser -*  Jan. 2003 to Nov. 2004**

* Stocked and rotated products regularly.
* Recommended, selected and helped locate merchandise display based on costumer’s needs and desires.
* Accurately logged all daily sales, deliveries and receiving orders.
* Communicated all merchandise needs, issues and products sales to appropriate manager.
* Organized store by returning all merchandise to its proper place and keep all shelves are clean.
* Replenished merchandise shelves and making sure all display tables/shelves were full and arranged in attractive manner.
* Maintained cleanliness of store.
* Organized merchandise pricing signage and coding.
* Completed Monthly Sales and Monthly inventory counts.

**Music One/Tower Records**

***Customer Service – Jan. 2002 to Dec 2002***

* Handled incoming calls or inquiries from prospective customers and clients.
* Responded promptly and answered/resolved customer inquiries and complaints.
* Investigated and resolved service issues and/or product problems.
* Learned about products and services and kept up to date with changes.
* Kept records of customer interactions and action taken, including - transactions, comments, inquiries and complaints.
* Completed supporting paperwork and data entry as required.
* Provided customer additional information or explain services.
* Discussed product offered and ensures customer satisfaction.
* Created and maintained service reports.
* Ordering merchandise.
* Participated in store meetings and trainings.
* Participated in counting store’s physical inventory.

**Music One/Tower Records**

**Sony Music Phils.**

***Merchandiser – Jan. 2001 to Dec. 2001***

***Praise Music Inc.***

***Merchandiser – Jan. 2000 to Dec. 2000***

* Stocked and rotated products regularly.
* Recommended, selected and helped locate merchandise display based on costumer’s needs and desires.
* Accurately logged all daily sales, deliveries and receiving orders.
* Communicated all merchandise needs, issues and products sales to appropriate manager.
* Organized store by returning all merchandise to its proper place and keep all shelves are clean.
* Replenished merchandise shelves and making sure all display tables/shelves were full and arranged in attractive manner.
* Maintained cleanliness of store.
* Organized merchandise pricing signage and coding.
* Completed Monthly Sales and Monthly inventory counts.

**National Bookstore – Avenida Recto**

**Sony Music Phils.**

***Merchandiser – Jun. 1996 to Dec. 1999***

* Stocked and rotated products regularly.
* Recommended, selected and helped locate merchandise display based on costumers’ needs and desires.
* Accurately logged all daily sales, deliveries and receiving orders.
* Communicated all merchandise needs, issues and products sales to appropriate manager.
* Organized store by returning all merchandise to its proper place and keep all shelves are clean.
* Replenished merchandise shelves and making sure all display tables/shelves were full and arranged in attractive manner.
* Maintained cleanliness of store.
* Organized merchandise pricing signage and coding.
* Completed Monthly Sales and Monthly inventory counts.

**Sundried Goods Bridal Gown – Tutuban Center Mall**

***Merchandiser – Apr.1995 to May 1996***

* Handled display stocks and customers’ orders.
* Ordering merchandiser.
* Maintained cleanliness of stores.
* Completed Monthly Sales and Monthly inventory counts.

**UnidenPhils. Laguna**

***Production Worker – Jun. 1994 to Feb. 1995***

* Machine operator and quality controller

(Export and import wireless telephone)

**References available upon request**

**EDUCATIONAL BACKGROUND**

Macario B. Asistio Sr. High School

Secondary

1989-1993

Balete Elementary School

Elementary

1982-1989

**PERSONAL INFORMATION**

Civil Status: Single

Sex: Female

Height: 150 cm

Weight: 110 lbs.

Languages: English / Tagalog