**First Name of Application CV No 1649976**

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**OBJECTIVES:**

Seeking a position that utilizes my diverse experience to positively impact company profitability.

\*Willing to work in Dubai.

**PROFILE:**

* Capable of working under pressure
* Capable of multi-tasking
* Can easily follow instruction
* Dedicated, loyal and punctual
* Computer Literate
* Excellent in customer relation

**WORKING EXPERIENCES:**

**Sales Executive**

Techlink System

 February 24,2015 -Present

 Al Wahda Mall, Abu Dhabi

**Duties and responsibility:**

* A sales person is a professional salesperson that is skilled in the art of selling. She gives special attention to customer to fill their purchasing needs in a courteous and experienced manner. This professional does much more than push the merchandise consumers buy, but also has keen insight to her buyers’ needs and wants.
* Communicating with customers is a broad category that includes welcoming customers, assessing the customer's needs and answering any questions that the customer may have.
* Handling their problem properly. Responsible for all complains. Know how to handle the pressure

**Cashier**

Nine ball Café

October 11, 2014 -November 6, 2014

Al Qusais Industrial Area 3, Dubai

**Cashier**

BonChon Chicken Philippines

December 2013- August 2014

Fausta Malolos City Bulacan, Philippines

**Duties and responsibility:**

* Responsible for the preparation of the designated area. (Counter)
* Greet and welcoming the customer with pleasure.
* Transact and taking the correct order.
* Do some suggestive techniques.
* Responsible for the money.
* Assisting customers without hesitation.
* Maintaining high level of customer’s satisfaction.
* Handling customers complain with positive result.

**Sales Lady**

 SM Department Store

 June 2013- December 2013

 San Fernando Pampanga, Philippines

**Job Description:**

* A saleslady is a professional salesperson that is skilled in the art of selling. She gives special attention to customer to fill their purchasing needs in a courteous and experienced manner. This professional does much more than push the merchandise consumers buy, but also has keen insight to her buyers’ needs and wants.
* Communicating with customers is a broad category that includes welcoming customers, assessing the customer's needs and answering any questions that the customer may have.

**Office Staff**

**Provincial Youth, Sports, Employment, Arts, Culture and tourism Office (PYSEACTO)**

 August 2012-February2013

 Bulihan Malolos City Bulacan, Philippines

**Job Description:**

* Computer Skill:

Microsoft Office: Word, Excel, Power Point

Typing Speed

Internet Surfing

Filling online Form

* Communicate with customers, employees and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
* Compile, copy, sort, and file records of office activities, transactions, and other activities
* Operate office machines, such as photocopiers and scanners, voice mail systems and personal computers.

**EDUCATIONAL HISTORY:**

 Highest Education: Bulacan Polytechnic College

 Computer Secretarial

2011-2013