An independent employee with ability to work in pressurized environment and effectively prioritize job responsibilities. Self-motivated, dynamic and dedicated team player with excellent analytical, negotiation, problem solving, coordination, organizational and communication.

**WORK EXPERIENCE:**

**Brand Ambassador**

Abu Dhabi Duty Free

Abu Dhabi International Airport

March 2010– April 7, 2016

**Job and Responsibilities**

* Beauty Advisor / Brand Coordinator
* Operating POS (Cashier)
* Gather information on all customer requirements and maintain knowledge on the new product.
* Monitor all queries for products and services from customers and provide recommendations for brand improvement.
* Administer all client new products and assist customers to provide required feedback and facilitate participation on all events and encourage customer to buy the products.
* Manage all emails and calls for brand information.
* Develop strategies to increase brand awareness and maintain effective relationships with all accounts.
* Monitor all vendor objective goals and provide optimal level of customer services and recommend improvements to vendor line sales.

**Assistant Store In-Charge**

October 2007 – March 2010

PURE GOLD JEWELLERS LLC (in Diamond Division)

Abu Dhabi UAE

**Job and Responsibilities:**

* Ensure daily activities at the store.
* Maintain excellent client relationship, follow up regularly on accounts, provide feedback on product performance and help clients get maximum benefit from range.
* Attend to customers, explain them the products and services on offer and convince clients to purchase the product. Demonstrate the product for customers benefit.
* Coordinated sale efforts, deal with supplier, receive deliveries and arrange the same.
* Develop and maintain sales records, follow up ordersand deliveries.
* Maintaining Daily Stock Report and Monthly report.
* Maintaining Daily Sales Report and all cash deposits.
* Maintaining customer database and analysis.

**Office Staff – Team Leader**

ABS-CBN Magazine Network

Philippines

April 2003 – July 2007

**Job and Responsibilities:**

* Coordinate and maintain staff administrative records.
* Type documents reports and correspondence.
* Update and maintain data basis
* Monitor incoming emails and answer or forward as required.
* Perform work related errands as requested such as going to the bank.

**EDUCATIONAL ATTAINMENT**

**Bachelor of Science in Commerce (2000 – 2004)**

Major in Management

National University

Philippines

**SECONDARY**

**Judith National High School**

1995 – 1999

Quezon Philippines

**ELEMENTARY**

**Burdeos Central School**

1989 – 1995

Quezon Philippines

**First Name of Application CV No:** **1671486**

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