**SHEILA**

# CAREER OBJECTIVES

Interests to work for any position related to my capabilities. Open to opportunities of growth and professional advancement for and through company programs and benefits.

# EDUCATION

**Bachelor of Science in Business Administration**, Major in **Marketing Management**

Universidad de Sta. Isabel, Naga City, Philippines

June 2009 – October 2013

# PROFESSIONAL EXPERIENCE

October 2014 to February 2016 – Worked as a **SALES REPRESENTATIVE** in Wafi Gourmet LLC (RETAIL) –Wafi City, Dubai, UAE

* + Proactively acknowledged, greeted and assisted customers in the store.
	+ Provide accurate product information.
	+ Providing excellent customer service.
	+ Processing transactions quickly and accurately
	+ Maintaining eye-catching effective displays within the store
	+ Recommended alternative purchase choices.
	+ Following operating procedures
	+ Guiding and solving queries of customer.
	+ Served multiple customers, discovered their needs, and made recommendations to generate sales.
	+ Performs other duties as needed.

December 2011 to December 2012 – Worked as a **SECRETARY cum RECEPTIONIST** in Jamaica Realty & Marketing Corporation – Naga City, Philippines

* + Coordinate mail flow in and out of office.
	+ Preparing and distributing papers and documents for meetings.
	+ Updating BIR Books such as CD Journal, CR Journal and General Journal
	+ Assisting in Sales and Marketing Unit.
	+ Assisting the guests during the General Assembly of Homeowners/ Lot Buyers and also assigned in the registration.
	+ Filing, Sorting and Stamping of documents.
	+ Encoding, Scanning and Photo copying of documents, Buyer’s Ledger, Contract to sell and Official Receipts.
	+ Preparing Excel File of the buyer’s ledger.

April 2007 to March 2008 – Worked as a **CUSTOMER SERVICE REPRESENTATIVE in** Caceres Cable TV Corporation – Naga City, Philippines

* + Welcomes visitors by greeting them, in person or on the telephone.
	+ Attracts potential customers by answering product and service questions; suggesting information about other products and services.
	+ Resolves product and service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem.
	+ Schedules product installation appointments for customers.
	+ Maintain accurate records of all sales and prospecting activities including sales calls, closed sales, and follow up activities.

# TRAINING

Nov. to Jan. 2013 On the Job Training (300 hours) Jamaica Realty & Marketing Corporation, Naga City

# SEMINARS ATTENDED

Feb. 29, 2012 Seminar on Franchising

Theme “What is the best franchise business for you” Universidad de Sta. Isabel, Naga City, Philippines

Aug. 18, 2012 Convocation Seminar on Work and Travel Abroad

Universidad de Sta. Isabel, Naga City, Philippines

# PERSONAL DATA

Date of Birth : 7th May 1992

Age : 24 years old

Sex : Female

Civil Status : Single

Nationality : Filipino

**Job Seeker First Name / CV No: 1715976**

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