LAIDA ****

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# Objectives:

To gain more exposure and experience in any given field, to obtain full time position in the company that offers professional development and enables me to grow while meeting company’s goal.

# Work Experience:

**Position:**  **Customer Service Clerk**

**Company Name:**  **VisionRx Lab LLC**

**Address:**  Karama, Deira Dubai UAE

**Period of Employment:** January-2016 to May-2016

**Duties and Responsibilities**

* Handle Customer Inquiry.
* Prepare work orders and deliveries.
* Recommend specific lenses, lens coatings, suits for client needs.
* Arrange and maintain displays of optical merchandise.

**Position:**  **Sales Representative**

**Company Name:**  **Bin Yousif Optics LLC**

**Address:**  Abu Hail, Deira Dubai UAE

**Period of Employment:** December 2008 -2015

**Duties and Responsibilities**

* Process & Purchase Order.
* Handle Customers Inquiry.
* Assist clients in selecting frames according to style and color, and ensure that frames are coordinated with facial and eye measurements and optical prescriptions.
* Maintain records of customer prescriptions, work orders, and payments.
* Perform administrative duties such as tracking inventory and sales, submitting patient, and performing simple bookkeeping.
* Recommend specific lenses, lens coatings, and frames to suit client needs.
* Arrange and maintain displays of optical merchandise.

# Personal Data:

**Birth Date:** December 26, 1984

**Civil Status:** Single

**Nationality:** Filipino

**Language:** English

**Religion:** Islam

**Visa Status:** Employment Visa (cancelled)

# Educational Attainment:

* SECONDARY GRADUATE

Polonuling, National High school

South Cotabato , Philippines