**LEIZEL JEINAR TABLAZON**

**OBJECTIVE:**

 *To pursue a career with a progressive employment that will allow me to utilize*

*and expand my skills and experiences in a creative and productive manner, offering*

*opportunities for professional growth.*

**PERSONAL DATA:**

 Date of Birth : August 05, 1983

 Civil Status : Single

 Citizenship : Filipino

 Languages : English, Filipino, Hiligaynon

**EDUCATIONAL ATTAINMENT:**

  **School Year Graduated**

College : University of Saint La Salle 2001-2005

 ., Phil.

 Degree : Bachelor of Science in Business Management

 Secondary : Himamaylan National High School 1996-2000

 Elementary : Talaban Elementary School 1990-1996

**SKILLS:**

* Proficient in oral and written communication skills
* Customer Care Services
* People Oriented
* Knowledge in Sales and Marketing
* Cashiering
* Computer Proficiency
* Other Clerical works

**WORK EXPERIENCE:**

Manager in charge /Receptionist **-MONIC Pension House**

Mabini-Rosario Sts., Bacolod City, Phils. (Nov. 11, 2006 – Oct.18, 2009)

* + - * Handled the staff
			* Receiving and booking guest’s stay.
			* Motivated the staff to do good in their respective fields
			* Overlooking the cash flow of the business
			* In charged for all its billings and liabilities
			* Maintained sales book and keep it up to date

Frontline Cashier/Team Member -**KFC-AMERICANA Company**

 Dubai Mall, Dubai, UAE (February 08, 2011 – February 09, 2013)

* Dealt with different kinds of customers of different nationalities
* Multitasking without losing focus
* Handled customer complaints and solving their queries and doubts
* Handled POS machines and cash drawers
* Handled and exposed to different currencies of different nationalities
* Processed transactions quickly and efficiently
* Constant offering of advice to customers (consistent suggestive selling)
* Updated the Cashier Objectives’ report on the daily basis

Sales Associate –

 Sharjah, UAE ( July 11, 2014 – present)

* + - * Ensure that each customer receives outstanding service by providing a friendly environment
			* Demonstrate merchandise and products to customers to promote sales
			* Maintaining solid product knowledge and all other aspects of customer service
			* Maintain an awareness of all promotions and advertisements
			* Making sure that the prices and other required details can be seen
			* Answer customer queries regarding the store and the merchandise
			* Product management, including ordering, receiving, price changes, handling damage products, and returns
			* Ensure customer service satisfaction and good client relationship

**Job Seeker First Name / CV No: 1798140**

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