**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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