Louie Jeanne Cuyos

Personal Profile

Date of birth: April 9, 1996

Citizenship: Philippines

Marital status: Single

Education

**06. 2011 – 03. 2013** **«University of Cebu»,** Cebu, Philippines.

**Undergraduate** «Managment Accounting»

**06. 2007 – 03. 2011** **«La Consolacion College»,** Cebu, Philippines.

**High school**

**Work Experience**

**09. 2014 – 07. 2016**

**Al Mayya Group «Genghis Court»** Fujairah, UAE.

**Position – Receptionist**

**Main duties performed:**

* Greeting guests by person or by telephone
* Answering or referring inquiries, providing information to callers
* Maintaining telecommunication system
* Preparing correspondence and documents
* Dealing with complaints or problems

**Achievements:**

* Attained 99% customer satisfaction level based on the feedback forms

 for the year 2015

**02. 2013 – 07. 2014**

**Boutique «Sun and Sand Sports»,** Cebu, Philippines.

**Position** – **Sales Associate**

**Main duties performed:**

* Greeting customers and determined their needs and wants
* Discussing type, quality and number of merchandise required for purchase
* Advising customers on utilization and care of merchandise
* Providing advice to clients regarding particular products or services
* Preparing sales contracts and accepted payment through cash, cheque and credit card

**05. 2012 – 01. 2013**

**Apparels «Tribals»,** Cebu, Philippines.

**Position** - **Sales Associate**

**Main duties performed:**

* Greeting customers with the smiling face
* Courtesy; frendliness, attention to customers and colleagues
* Understanding the client needs and presenting a product that matches their requirements
* Think creatively and use innovative ideas to make a good deal
* Participation in inventory

**Skills**

**Technical:** MS Office package, Internet, Adobe Photoshop, Adobe In Design, Coral Draw, POS, Opera System

**Language:** English (fluent)

 Arabic (basics)

 Filipino (native)

**Traits:** Communication skills, high performance, ability to work as part of a team, goal orientation, ability to work on own initiative, high self-discipline.

**Job Seeker First Name / CV No: 1826088**

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