**Sheena**

**MURAQQABAT, DEIRA**

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**C/o- Contact No. + 971 5589826**



**Curriculum Vitae**

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* **UAE WORK EXPERIENCED**

***Job Designation:***

**July. 13, 2014 – July 22, 2016**

* **Paris Group LLC. UAE**

**(Dubai Mall)**

Cashier in CERUTTI, VERSACE, CANALI, GFF Showroom.

**June 2012- June 2014**

* **Alkhaja Group UAE**

**(Dubai Festival City)**

Sales Associate for Handbags in Paris Hilton and Sacoche Shops in Dubai UAE, such as handling multipleluxury brand of Roccobarocco, Cerruti, Guy Laroche, Justcavalli, Alviero Martini, Valentino, Versace.

* **PERSONAL DETAILS**

**Nationality:** Filipino

**Civil Status**: Single

**GENDER:**  Female

**Service End of Contract:** July 22, 2016

**Retail Industry Services**:

End Of Contract

* **FORMAL EDUCATION**

**TERTIARY: 2006- 2009**

* Bachelor of Science Information Technology, AMA COMPUTER UNIVERSITY , Philippines
* **2009 – 2011**

Software Development, Graduated at AMA Computer Learning Center Philippines

***KNOWLEDGE IN****:* Software programming / Installation

* HTML, Visual Basic 6.0, Visual Basic Dot net, Database,

My SQL, Data Apps – (MS Excel, MS Word, Outlook, MS Office)

* **TRAINING:**
* Dec. 2009 – March 2010

**Position Held:** Receptionist/ Secretary (LAWFIRM)

* ***CONCILIATION AND EMPLOYEE WELFARE DIVISION (CEWD) in LABOR ,Subic Bay Metropolitan Authority PHILIPPINES***
* Respond to telecommunication inquiries & arrange appointments
* Responsible for follow-up received of different types of correspondence
* Filing/follow up for distribution of documentation each designate concern highly superior
* Handling private documentary papers for monthly reports.(Quotations)
* **WORK EXPERIENCED**
* 01 MAY 2011 – 2012 APRIL 25,

***DATACLERK - SOURCE HOV. AMERICAN COMPANY International (Hospitality***

***Insurance)***-SUBIC BAY METROPOLITAN AUTHORYITY (SBMA), PHILIPPNES

**OBJECTIVE**:

**To work in a company that acquires valuable skills, training and knowledge. To maximize and develop competence through the process of importing knowledge and information needed by your company. To enhance flexibility, promote teamwork and sincerity in serving to the benefit of the organization.**

Position held as:

**Sales Associate:**

* Have enough knowledge for promoting Customer Service by assisting shoppers to find the products/items they are looking for.
* Self-initiative through importing knowledge for kind of items or product that are selling bygiving advice and guidance on product selection to customers.
* Responsible for receiving new selling items, transferring for old stocks and non-moving product including defected or damaged items.
* Displaying the items which are attracted to the customers fordaily assigned assessment task.
* Updating/changing all the net prices and the selling prices, discounted price before distributing on display referral through the periodic list price.
* Report or call the attention of the superior if there is issue regarding of product that are selling such as handling customer’scomplaint throughtelecommunications and monetary mails.
* Responsible for daily, weeklydisplay and monthly Merchandise for new upcoming collect ions depends on the indeed changes of season.
* Negotiate with the concern person for the purchase order list to update what is new stock they have including the FF: items or products that is moving/selling and non- moving.
* Encodes/updating all the itemsreceiveddaily from supplier/warehouse for inventory stocks movement.
* Responsible for phone and mails customers order, inquiries, reservation and deliveries for selling items.
* Prepare the reports for the sold out items, defected items, still on display items for the daily, weekly andmonthly inventory reports.

**Cashier:**

* Responsible for handling petty cash/card, cheque payment transaction, mall vouchers (POS System), refund issues and other related customers inquiries on daily basis.
* Knowledgeable and well trained for different types of currencies, invalid cash and card payment transactions.
* Well trained for determining Forfeited Notes which rely on different types of currencies.
* Job designatedfor daily task payment transaction such as to double check the computation before making or proceeding the payments of transaction account.
* Prepared the statement for theally accounts/daily sales report for opening and before closing the showroom.
* Responsible fordealing Refund Monetary issues with the approval of concern Superiors.
* Handling staff Info queries such as cut off report, monthly Reports, sales report and Inventory.

***I hereby certify that the above information is true and accurate to the best of my knowledge and sincerity.***

***Sheena Sharmayne Meracap***

***(****Applicant****)***

**Job Description:**