**DONABELLE**

[**DONABELLE.320509@2freemail.com**](mailto:DONABELLE.320509@2freemail.com) ****

**PERSONAL SUMMARY**

**An ambitious and goal oriented sales who will always provide my customer with a top quality service that meets their needs and expectations. I has a great personality that engages customers. These competencies combined enables me to easily increase brand loyalty and quickly build up a rapport with customers who have different personalities and requirements. It is my role to be as a face of my company within the sales and new client acquisition team.**

**WORK EXPERIENCE**

**M.H ALSHAYA LLC H&M/Potbelly Sandwich shop - Al Barsha 1 Dubai UAE**

**SALES ASSOCIATE/SERVICE CREW /CERTIFIED TRAINOR - August 2012 – January 2016**

**Responsible for actively promoting and selling the products to a wide range of customers in a very competitive market place.**

**DUTIES**

* **Contacting potential customers that have shown an interest of the products and then selling to them.**
* **Updating of customer information in a paper records and on computer databases.**
* **Handling the complete sales prprocess**
* **Handling POS to finished the transactions.**
* **Educating customers on the company's products and services.**
* **Converting prospects into an active customer.**
* **Keeping in touch with the customers via a range of medium phone calls, letters, email and SMS.**
* **Executing an organized efficient and structured sales process.**
* **Train new staff, updating all the staff about new revised rules and new product launch.**
* **Communicates to the Training Manager about what is the updates from the staff.**
* **Sending reports every month end and by weekly basis.**
* **Updating KPI reports.**

**MITSUBISHI STEEL MANUFACTURER INC. - CEBU CITY PHILIPPINES**

**MACHINE OPERATOR/SORTER - JANUARY 2011-JANUARY 2012**

**Responsible for making sure that the product formed into the right and correct according to the customers order.**

**DUTIES**

* **Cleaning the machine and setting up.**
* **Preparing all the items which we need to use.**
* **Sorting the product/items which is not good.**
* **Pick a sample item if it is working and ready to deliver.**

**MONDE NISSIN INC. - CEBU CITY PHILIPPINES**

**ASSOCIATE - 2010**

**Responsible for receiving the biscuits flakes and make sure that it is in the right position while it is in the conveyor. Sorting the flakes which is not good for the process.**

**BOHOL QUALITY MALL - TAGBILARAN CITY PHILIPPINES**

**SALES ASSOCIATE - 2009**

**Responsible for promoting the product and making sure that it is in a good condition.**

**DUTIES**

* **Guiding them correctly about the product you introduced to them.**
* **Giving answer to the customer's questions or concerned related to the product**
* **Demonstrate the product with knowledge**
* **Communicate and assist customer in any way possible as customer require**
* **Deal with the customer's complain professionally and good restraint**
* **Report sales accurately**
* **Deals with good customer service**

**KEY SKILLS AND COMPETENCIES**

* **Adapting selling techniques and style to suit an specific audience.**
* **Responding professionally to clients/customers rebuttals.**
* **Ability to function under pressure.**
* **Enjoy working in a fast paced environment where autonomy is encouraged.**
* **Greeting customers in a professional manner and listening to their needs.**
* **Confident when speaking to a single or to an audience**

**PERSONAL SKILLS**

* **High energy level**
* **Proactive**
* **Organized**
* **Courteous but firm character**

**ACADEMIC QUALIFICATIONS**

**HANDUMON NATIONAL HIGH SCHOOL 2006-2007**

**HANDUMON GETAFE, BOHOL**

**JANDAYAN ELEMEMTARY SCHOOL 2002-2003**

**JANDAYAN NORTE GETAFE,BOHOL**

**LANGUAGE: ENGLISH and TAGALOG.**

**Basic Arabic**

**VISA STATUS: Tourist visa**

**REFERENCES – Available upon request.**