***CHRISTINE***

 Email: chrisrtine.323316@2freemail.com

***Objective***

*Toserveacompanywithproficiencyandexcelenceinthesamemannergrownasanindividual.*

*Toobtainapositionthatbringsexcitingchalenges,newresponsibilities,toacquireexperiences,*

*exposureinyourcompanyandalsotowidenmyknowledge,hencebringoutmyothertalents,skilsand*

*togainexperienceworkingwithothers.*

***EducationalQualification***

***BachelorofScienceInformationTechnology****fromManilaPhilippines-2003-2005*

***ProfessionalExperience***

***Duration:*** ***January82017–February52019***

***Companyname:*** ***SarakKhumarGeneralTradingLLC.***

***Location:*** ***DubaiUAE***

***Position:*** ***CashDeskClerkandSales***

* *Greetingcustomerswhoentertheshop.*
* *Beinvolvedinstockcontrolandmanagement.*
* *Assistingshopperstofindthegoodsandproductstheyarelookingfor*
* *Stockingshelveswithmerchandise.*
* *Answeringqueriesfromcustomers.*
* *Reportingdiscrepanciesandproblemstothesupervisor.*
* *Givingadviceandguidanceonproductselectiontocustomers.*
* *Balancingcashregisterswithreceipts.*
* *Dealingwithcustomerrefunds.*
* *Keepingthestoretidyandclean,thisincludeshoveringandmopping.*
* *Responsibledealingwithcustomercomplaints.*
* *Workingwithinestablishedguidelines,particularlywithbrands.*
* *Attachingpricetagstomerchandiseontheshopfloor.*
* *Responsibleforsecuritywithinthestoreandbeingonthelookoutforshopliftersand fraudulentcreditcardsetc.*
* *Receivingandstoringthedeliveryoflargeamountsofstock*
* *Keepinguptodatewithspecialpromotionsandputtingupdisplays*
* *Handlingalthecashtransactionofanorganization*
* *Receivepaymentbycash,chequesandcreditcardetc.*
* *Checkingdailycashaccounts*
* *Providingtrainingandassistancetonewjoinedcashier*
* *Maintainingmonthly,weeklyanddailyreportoftransactions*
* *Responsibletopaythesupplierandpaidinthesystem*
* *Depositing,andwithdrawcash,chequeinthebankcompanyandpersonalaccountofthe*

*owner.*

* *Encodingnewpurchaseeachdaythatcustomerorder*
* *ResponsibletoShippingitemstoKabulcompanyBranch*

***Duration:*** ***September012014–October172016***

***Companyname:*** ***MariaManagementSpecialistCorporation***

***AssignedtoClient: PurefoodsHormelCo.Inc.***

***Position:*** ***FieldSupervisor/Coordinator***

* *CoordinatingandSupervisingdaytodaysalesofthegivenResponsibilityArea’s*
* *ConductTrainingandCoachingteammembersonselingtechniques.*
* *Leading,directingandmotivatingthesalesteam*
* *Conductingreal-timephonemonitoringofthepromoters*
* *Maintainingstaffattendanceandpunctualityreports.*
* *Attendingcompanydepartmentalmeetings.*
* *Completingalsalespaperwork’s*
* *RecruitingsalesRepresentatives*
* *Carryingoutstaffperformancereview*
* *Promptlyhandlingcustomercomplains.*
* *Givingadviceandguidanceonproductselection.*
* *DeliverSamplingandConsumablestooutletifneeded*
* *SupervisinggivingAreaofresponsibility*
* *AnsweringCompanyPhoneCals*
* *FaxImportantDocumentstotheClients*
* *Organizingtheofficeandassistingassociatesinwaysthatoptimizeprocedures*
* *Sortinganddistributingcommunicationsintimelymanner*
* *CreateandUpdateRecordsensuringaccuracyandvalidityofinformation*
* *MonitorlevelofSuppliesandHandleShortages*
* *MaintainTrustingrelationshipswithClients,Customers*

***Duration:***

***Company:***

***Position:***

***Parttime***

***MontoscoBrandy&Wines***

***PurefoodsHormelCoInc.***

***Promoter***

* *DemonstratingandProvidinginformationonPromotedProducts/Services*
* *CreateapositiveimageandLeadconsumertouseit.*
* *Distributeproductssamples,brochures,flyerstosourcenewsales*
* *Identifyinterestandunderstandcustomersneedsandrequirements*
* *SetupBoothsorpromotionalstandsandstockproducts*
* *Reportondemonstrationrelatedinformationinterestlevel,questionaskednumberof*

*sampler/flyersanddistributed*

* *Promptlyhandlingcustomercomplains.*
* *Givingadviceandguidanceonproductselection.*
* *DosalesandInventoryreport*
* *GivehigherSales*

***Duration:*** ***May25,2012–April30,2014***

***Companyname:DutyFreePhilippines(FashionWalkDepartment)***

***Position:*** ***FashionConsultant***

* *Greetingcustomerswhoentertheshop.*
* *Beinvolvedinstockcontrolandmanagement.*
* *Assistingshopperstofindthegoodsandproductstheyarelookingfor*
* *Stockingshelveswithmerchandise.*
* *Answeringqueriesfromcustomers.*
* *Reportingdiscrepanciesandproblemstothesupervisor.*
* *Givingadviceandguidanceonproductselectiontocustomers.*
* *Balancingcashregisterswithreceipts.*
* *Dealingwithcustomerrefunds.*
* *Keepingthestoretidyandclean,thisincludeshoveringandmopping.*
* *Responsibledealingwithcustomercomplaints.*
* *Workingwithinestablishedguidelines,particularlywithbrands.*
* *Attachingpricetagstomerchandiseontheshopfloor.*
* *Responsibleforsecuritywithinthestoreandbeingonthelookoutforshopliftersand fraudulentcreditcardsetc.*
* *Receivingandstoringthedeliveryoflargeamountsofstock*
* *Keepinguptodatewithspecialpromotionsandputtingupdisplays.*

***Duration:*** ***October1,2011–May1,2012***

***Companyname:*** ***FashionOutletSta.Rosa***

***(Gas,Sisley,Benetton,Havaianas)Philippines***

***Position:*** ***Cashier/Salesassistant***

* *Handlingalthecashtransactionofanorganization*
* *Receivepaymentbycash,chequesandcreditcardetc.*
* *Checkingdailycashaccounts*
* *Guidingandsolvingqueriesofcustomer*
* *Providingtrainingandassistancetonewjoinedcashier*
* *Maintainingmonthly,weeklyanddailyreportoftransactions*
* *Presentandselcompanyproductsandservicestocurrentandpotentialclients.*
* *Identifyandresolveclientconcerns.*
* *Prepareavarietyofstatusreports,includingactivity,closings,folow-up,andadherenceto goals.*
* *Communicatenewproductandserviceopportunities,specialdevelopments,information,or*

*feedbackgatheredthroughfieldactivitytoappropriatecompanystaff.*

* *Coordinatecompanystafftoaccomplishtheworkrequiredtoclosesales.*
* *ResponsibleformaintainingoutstandingcustomerserviceasperCompanystandards*
* *Processingsalesquickly,accuratelyandefficiently,cashregisteroperationsandsafe*

*guardingcompanyassets.*

* *Developandimplementspecialsalesactivitiestoreducestock.*
* *Otherdutiesasassigned.*

***Duration:*** ***August13,2010–September30,2011***

***Companyname:*** ***AdidasOutletStore***

***Position:*** ***Cashier/Salesassistant***

* *Handlingalthecashtransactionofanorganization*
* *Receivepaymentbycash,chequesandcreditcardetc.*
* *Checkingdailycashaccounts*
* *Guidingandsolvingqueriesofcustomer*
* *Providingtrainingandassistancetonewjoinedcashier*
* *Maintainingmonthly,weeklyanddailyreportoftransactions*
* *Presentandselcompanyproductsandservicestocurrentandpotentialclients.*
* *Identifyandresolveclientconcerns.*
* *Prepareavarietyofstatusreports,includingactivity,closings,folow-up,andadherenceto goals.*
* *Communicatenewproductandserviceopportunities,specialdevelopments,information,or*

*feedbackgatheredthroughfieldactivitytoappropriatecompanystaff.*

* *Coordinatecompanystafftoaccomplishtheworkrequiredtoclosesales.*
* *ResponsibleformaintainingoutstandingcustomerserviceasperCompanystandards*
* *Processingsalesquickly,accuratelyandefficiently,cashregisteroperationsandsafe*

*guardingcompanyassets.*

* *Developandimplementspecialsalesactivitiestoreducestock.*
* *Otherdutiesasassigned.*

***Duration:*** ***November6,2008–April3,2009***

***Companyname:InterphilLaboratories,Philippines***

***Position:*** ***ProductionOperator***

* *Sortingandcheckingtheexpirationdateofthemedicine.*
* *Meetthegivencapacityortargetoutputperdayonspecifiedstation.*
* *FolowsStandardOperatingProcedureasstatedinthespecifications.*
* *InformtheSupervisorandconcernedpersonnelonproducts,materialsor*

*Processeswhichdoesnotconformtorequirements.*

* *CoordinatestoSupervisoranyproblemsencounteredinstation.*
* *Helpsinattainingcompanygoals,missionandvisions.*
* *Promotesteamwork.*
* *Folowssafetyaswelascompanyrulesandregulations.*

***Duration:*** ***August10,2007-January10,2008***

***Companyname:HondaMotorsPhilippines***

***Position:*** ***ProductionOperator***

* *Assembletheengineparts.*
* *Meetthegivencapacityortargetoutputperdayonspecifiedstation.*
* *FolowsStandardOperatingProcedureasstatedinthespecifications.*
* *InformtheSupervisorandconcernedpersonnelonproducts,materialsor*

*Processeswhichdoesnotconformtorequirements.*

* *CoordinatestoSupervisoranyproblemsencounteredinstation.*
* *Helpsinattainingcompanygoals,missionandvisions.*
* *Promotesteamwork.*
* *Fo****l****owssafetyaswe****l****ascompanyrulesandregulations.*

***Duration:*** ***2005-2006(seasonalonly)***

***Companyname:JoyLanguageTutorial***

***Position:*** ***Teacher***

* *AssistKoreanstudentsinimprovingBasicEnglishbymeetingwiththemonaregularbasis toclarifylearningproblemsandworkonstudyskils.*

***Training&Seminars***

*HousekeepingNCII(TESDA) LyceumofAlabangPhilippines 88GNTBldg.,NationalRoad,MuntinlupaCityPhilippines*

***ComputerSkils***

*\*ComputerLiterate*

*\*MSWord,MSExcelandPowerPoint*

*\*InternetandE-mails.*

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| --- | --- | --- |
| ***PersonalDetails*** |  |  |
| *Age* |  | *:* | *32yearsold* |
| *Sex* | *:* | *Female* |
| *CivilStatus* | *:* | *Single* |
| *Height* | *:* | *5’5”* |
| *Weight* | *:* | *125lbs.* |
| *Religion* | *:* | *Roman Catholic* |
| *Citizenship* | *:* | *Filipino* |
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