# F:\26521.jpgMARIBEL

# MARIBEL.331232@2freemail.com

 **CAREER OBJECTIVES:**

 To work in the company where it encourages people and recognizes individual contribution, to offer unlimited potential growth and career advancement opportunities across multiple sectors. Also to obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

**STRENGTHS:**

* Goal oriented & ready to take new challenges.
* Approachable & flexible.
* Well organized.

**PROFEESSIONAL EXPERIENCES:**

**Sales Associate/ Cashier 2013 - 2015**

Hila Dalya Trading L.L.C. ( Fashion Accessories)

Mall of Emirates U.A.E.

**Duties & Responsibilities**

* Ensure that each customer received an outstanding service by providing a friendly environment which include greetings acknowledge every customer.
* Count the cash at the beginning of the day to ensure an adequate change to the customer and responsible for operating “POS” machine.
* Receiving cash and credit payments and issuing receipt/bills to the customer.
* Aware of fast and slow moving items and report to the manager.
* Maintaining and developing relationship with the customer.
* Responsible for increasing and develop sales strategy.
* Negotiating the terms, policy and agreement for closing sales with the customer.
* Maintain merchandising and visual standards] of the boutique/shop.

**Sales Associate/Cashier 2011 - 2013**

Shatea Al Nawras Trading L.L.C**.** (Lingirie)

Al Bustan Hotel & Residence

Al Quasis, Dubai, UAE.

**Duties & Responsibilites:**

* Provide friendly, courteous and efficient service to ensure customer satisfaction.
* Handle customer queries & discover & respond to customer needs.
* Accountable for processing order and all monetary transaction on individual swipe card.
* Deliver legendary customer service to all customers by acting comes first attitude and connect with the costumer.
* Follow company operational policies and procedures including those for cash handling and maintain cleanliness of the shop/store.
* Communicate with the manager on the daily routine of the employees.

**Sales Associate/Cashier 2008- 2011**

Donya Al Rafah Trading L.L.C. (Lingirie)

Deira, Dubai, U.A.E.

**Duties & Responsibilities:**

* Provide excellent customer service.
* Anticipate customer and store needs, by constantly evaluating environment and costumer for queues.
* Receiving cash and credits payments and issuing receipt/bill.
* Aware of fast & slow moving items, replenishment & arranging items on display.
* Handle customer complaint & queries presence, service, issues for the costumer.
* Compile and maintain non-monetary during the period to keep store operating standard, & to set a positive example for the next shift.
* Develop clientele by maintaining client profile to send sales notification, thank you mails, and special offers.
* Maintain merchandising standards and visual standards.

**EDUCATIONAL ATTAINMENT:**

College: Arellano University

Manila, Philippines

Course : Associate in Computer Secretarial 1996 - 1998

**PERSONAL INFORMATION:**

Nationality : Filipino

Height : 5’3”

Visa Status: Visit Visa