**MARY**

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**OBJECTIVES:**

To offer my knowledge to an organization that can use a skilled person with an aptitude to accept responsibility, quick learner, excellent communication and coordination skills, great team player and who is hardworking, determined and able to work under pressure.

**RECORDS OF EMPLOYMENT:**

**Name of Company : Nabeel Perfume**

**Address : Bawadi Mall, Al Ain**

**Duration : April 14, 2015 April 15, 2017**

**Position : Sales Executive**

**Job Description:**

* Perform direct marketing and sales activities to generate sales as per the agreed sales and marketing plan.
* Present to customer the latest updated offers issued and prepared by the sales manager in order to increase sales in the showroom.
* Respond to and follow up sales inquiries by mail, telephone.
* Maintain and develop existing and new customers through planned individual
* Responsible of the proper display of the products in the kiosk.
* Make sure all the required quantities of products are displayed in the kiosk and eliminate the stock shortage.
* Prepare all the transfer orders to replenish the kiosk stock.
* Distributing perfume sample to customers.

**Name of Company : GEANT HYPERMARKET, FUCOM LLC**

**Address : WAHAT HILI MALL / AL AIN**

**Duration : September 9, 2013 – February 14, 2015**

**Position : Senior Cashier / Customer Service Representative**

**Name of Company : GEANT HYPERMARKET, FUCOM LLC**

**Address : IBN Battuta Mall**

**Duration : August 1, 2012 – September 6, 2013**

**Position : Senior Cashier / Customer service Representative**

**Job Description:**

* Responsible for preparing, issuing loans and giving change to cashier and other stores branches and managing the cash float of the store.
* Counting money for the preparation of banking for deposit and encoding cashiers daily report and other cash department report.
* Attending for customers need and complying for the customer complaints especially for cashier’s complaints like doing spot check to the cashier.
* Answering customer inquiries and complaints either through phone or personal, determine the cause of the problem, making sure to attend the problem by informing the staff, supervisor or manager in charge.
* Provided customer service, operated cash register, maintained a clean work area, priced and organized merchandise.
* Maintained excellent client relations and developed client rapport.
* Diplomatically resolved customers’ complaints on as-needed basis.
* Ability to follow instructions well and make decisions with little or no supervision.

**Name of Company : GEANT HYPERMARKET, FUCOM LLC**

**Address : IBN Battuta Mall**

**Duration : February 22, 2011 – July 31, 2012**

**Position : Cashier / Customer Service Assistance**

**Job Description:**

* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change and maintaining clean and orderly check out area.
* Greet the customer and maintain good customer relationship, informing change of price, promotions and discounts.
* Provide information to address inquiries regarding products or services, giving and providing good customer satisfaction.
* Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
* Developed ability to work in a fast-paced atmosphere.
* Issue and receive receipts, refunds, credits, or change due to customers.
* Perform scanning and entering price of all items in the register.
* Determine accurate money the customer owes.

**Name of Company : PINES CITY DOCTOR'S HOSPITAL**

**Employer : Leopoldo Calimlim, MD, MOH**

**Address : Magsaysay Avenue, Baguio City, Philippines**

**Duration : March 2009- OCTOBER 2010**

**Position : Executive Assistant**

**Job Description:**

**Clerical Duty**

* Attending meetings and trainings.
* Do the general filing of documents in the department. Performs miscellaneous job-oriented duties as assigned. Provides general support and assists administrator in problem solving, project planning and development.
* Preparing delivery receipt, sales invoice and purchase order slip.

**Clinic Duty**

* Calling patients and listing for their appointments.
* Taking Vital signs, Height, Weight, asking for any medical condition,

Medications and allergies and reporting patient history summary.

* Preparing and assisting patient for any medical procedure as per doctor's advice.

**EDUCATIONAL BACKGROUND:**

Name of School : **Pines City Colleges**

Address : Magsaysay Avenue, Baguio City

Course : Bachelor of Science in Nursing

Year Graduated : March 2010

Name of School : **MMS Development Training Center**

Address : Puso ng Baguio, Session Road Baguio City

Course : 6 Months Live-In Care Giver Program

Year Graduated : October 2002

**SKILLS & QUALIFICATION:**

* Able to function independently and as an internal member of a team, systematic and organized in personnel supervision, goal – oriented with excellent interpersonal skills, rises to the challenge, dynamic, resourceful and flexible.
* Able to work under pressure with minimum supervision.
* Proficient in oral and written English.
* Ms Word, Excel.

**PERSONAL INFORMATION:**

**Nationality : Filipino**

Place of Birth : Baguio City, Philippines

Gender : Female