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| **Ms. Evangeline**To interview Evangeline, send your company name, vacancy details with CV Reference No 1992786 to cvcontacts@gulfjobseekers.com |



**Career Summary and Objective

To obtain an entry level position in well-established company where I can utilized my experience and knowledge where career advancement and professional growth are integral part of the organizations success. Excellent communication and computer skills. Ability to work independently or as part of a team to meet project deadlines. Multicultural awareness with a high level of adaptability.**

**Skills Highlights**

* Microsoft office skills
* Reports development
* Self-Starter
* Meet deadline
* Attention to details
* Spreadsheet development
* Schedule management

**Core Accomplishment**
 *Store Management*

* handled day by day running of handmade fashion clothe

*Customer Service*

* handled customers effectively by identifying needs, approaching complex situations and resolving problems to maximize efficiently

*Computer Proficiency*

* created power point presentation that were successfully used for business development

*Multitasking*

* Demonstrated proficiencies in telephone, email, fax, and front desk reception within high –volume environment.

**Professional Experience

Sales Associate / Shop In Charge**
26 dec.2012- up to present

 A leading company in fashion clothes industry for 18 years that specialized in high end tailored caftan dress. (Traditional wedding dress from morocco)

Job description

* Daily running of the business operation
* Daily and monthly inventory
* Cash bank deposit
* Cash flow
* Product display and merchandising
* Backing up receptionist ,answering queries, forwarding email confirming customer, orders, keeping informed customer orders
* Inform customer of deals and promotion
* Answer question about warranties of term of sale
take measurement for any need alteration.

**Sales Clerk**
Al Mahattton Trading Sharjah
Fashion Retail Clothes
March 2010-Dec.2012

* Manage all sales activities laminating sales and closing sales
* Reference stock on the shop floor on as going basis to ensure maximum range and size availability at all times.
* Check the production and does the collection of delivered product

**Sales Clerk**
Sept. 2004 –JUNE 2005
SM Department Store, Ladies Department
Lucena City Philippines

**Sales Clerk**
Aug.2005-Sept.2007
Sm Department store ,Luggage Department
 Lucena City Philippines

 **Demo Supervisor**
Sept.2007-Feb.2010
SM Department store, Luggage Department
Sta. Rosa Laguna/ Lucena City Philippines
M/s SM department store is one stop shop shopping center that caters to its customer ,need for shoes,bags,accessories, wears etc.it was one of the pioneer in the new urban centers in the Philippines .

* Manage staff of 5 sales associate per branch.
* Lead staff specialist ‘team to enhance sales, service levels and membership conversions.
* Build and train sales specialist ‘team and develop overall store team.
* Operate as front line manager on implementing store functions through staff members.
* Maintain client objective through stocking and signing products and setting them to schematics.
* Achieve business goals though new items placement in authorized stores.
* Motivate to sell maintain store and communicate with team.
* Handle retail staff job functions and reconcile register per shifts.
* Maintain store cleanliness and ensure accounting received accurate paperwork and handle merchandise pulls.
* Check the production and does the collection of delivered product.
* Motivate to a team to reach the quota.

**Assistant Secretary**
M/s Latondena Distiller’s Inc.
San Miguel Philippines
Jan.2003-Aug.2004

M/s latondena distiller’s is the southeast Asia’s largest publicly listed food ,beverage , and packaging company .including san Miguel , pale piles, genebra , Monterey , magnolia, and pure foods .

* Receiving all incoming calls and delegate to the department.
* Data entry for necessary in formation through software program.
* Distributing the incoming mails to the perspective staff.
* Monitoring the order and office supplies related to the office.
* Keeping the list of the employee’s communication and contact update.
* Handling /updating personal file.

**Service Crew /Cashier**
Franks “Burger
March, 2000-dec.2000
Malvar Batangas, Philippines

* Cashiering
* Cash and bank deposit
* Assisting the customer
* Be able to cook, serve and take the orders at all times.
* Daily and monthly sales report

**Educational**

**Associate of Science**
STI Colleges \_ Computer Secretarial
Lucena city , Philippines

 **Short Term Courses**

**Digerati Filipino Association ( Sharjah**)

MS Word, Power Point , Excel, Balloon Making , Basic Business Writing

**Filipino Institute (Burjuman Dubai**)

Basic Logistic

**Additional Information** :

Hardworking and Self –reliant , Positive Thinker and has ability to take challenges and work under pressure ,ability to motivate others and work as a team member , keen sense of willingness to learn, ability to work in a team , good discipline and punctuality , zeal to learn new and emerging technologies ,flexibility to take any type of responsibilities ,self-motivation and self-confidence

**Personal Profile :**

Nationality : Filipino
Visa status : Employment (March 26,2015-March 25,2017)
Religion : Catholic

Languages : English , Basic Arabic

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