TRISTINA

TRISTINA.333394@2freemail.com

**OBJECTIVE:**

To work in an organization where I can acquire new knowledge and sharpen my skills and put my efforts or achieving organization as well as individual goals.

**HIGHLIGHTS OF QUALIFICATION:**

* 3-year experience as C-Store Sales Attendant
* 3-year experience as Customer Service Representative
* Proficient in MS Word and Excel
* Ability to work under pressure and multi tasks
* Able to work on long hours and shifting schedules
* Can work with minimal supervision

**WORK EXPERIENCES:**

 **Abu Dhabi National Oil Company for Distribution**

4188 Abu Dhabi, U.A.E.

Feb. 2014 to Dec. 2016

C-Store Attendant

Responsibilities:

* Attending customers and their needs.
* Handling cash counter.
* Merchandising as per items FIFO.
* Removing near expiry and preparing GRN.

**Qlife Herbal Sciences Philippines**

Sept. 2012 to March 2013

Customer Service Representative

Responsibilities:

* Serves customer by providing product and service information.
* Handles incoming calls or inquiries from prospective customers or clients.
* Attracts potential customers by answering product and service questions, suggesting information about other products and services.
* Demonstrating and presenting products.
* Answering queries, offering advice and introducing new products.
* Aiming to achieve monthly or annual targets.

**Noble Life International Philipppines**

Feb. 2011 to Dec. 2011

Customer Service Representative/Cashier

Responsibilities;

* Identifying and assessing customers needs to achieve satisfaction
* Meet personal/customer service team sales targets and handling quotas.
* Keep records of customer interactions, process customer accounts and file documents.
* Handle complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution.

**EDUCATIONAL BACKGROUND:**

High School: Agoncillo Montessori School

 Agoncillo, Batangas, Philippines

 (2001-2005)

Primary: Jacobo Zobel Elementary School

 Calatagan, Batangas, Philippines

 (1995-2001)

**PERSONAL INFORMATION:**

Date of Birth: Dec. 20, 1988

Gender: Female

Civil Status: Single

Nationality: Filipino

Religion: Roman Catholic

Language: Filipino, English

Place of Issue: Philippines

Date of Issue: Dec. 04, 2013

Date of Expiry: Dec. 03, 2018