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**hatra**

**Contact Information**

**hatra.336573@2freemail.com**

**OBJECTIVE**

A dynamic, hardworking, quick learner and a result oriented leader, seeking a promising position in any field to be able to utilize the knowledge and skills I gained from my previous experiences and to contribute to the organization's progress.

**WORK CHRONICLE**

**Lamsty Tailoring and Embroidery Branch** Villa# G3 U5 Al Wasl road, Jumeirah 1, Dubai, UAE

*Customer Service/ Sales/ Cashier/Secretary* Nov 2010 – Present

Job Descriptions

* Answers incoming calls and customer’s inquiries.
* Welcome and assists customers as they enter the shop.
* Deals with clients (mainly Local’s) with the help of suggestive selling method.
* Take customers orders and body measurement.
* Receives customer’s payments by cash and/or cards then issued the proper receipt.
* Follow-up customer’s orders and requests.
* Coordinates with the suppliers, tailors, and updates the flow of orders day by day.
* Check finished abayas for quality assurance and monitor the stocks of materials.
* Helps to maintain the company file records.
* Sending sales reports to the Management at the end of the day.
* Receive and sort daily mails/deliveries and couriers.
* Book couriers

**PARKSON DUTY FREE** Clarkfield Pampanga,Philippines

*Sales Assistand/Cashier* March 2009 - March 2010

Job Descriptions

* Work with customers with the most cheerful and pleasant disposition
* Give answers to customers’ questions or concerns related to the product they are charged to sell and demonstrate good knowledge of the product
* Communicate and assist customers in any way possible and as the customers may require
* Deal with customer’s complaints professionally and with restraint
* Close as many deals and transactions as possible
* Process or help process payments made by the customer – whether by in cash or credit card
* Bag products for the customers (if there’s no other assigned to that)
* Report sales accurately

**Tanitec Incorporated** Clarkfield Pampanga,Philippines

*Quality Assurance* March 2008 - January 2009

Job Descriptions

* Maintaining and enhancing the quality of the finished product .
* Implementing the quality standards set by the company and even by law
* Reducing the amount of errors per unit of manufacturing
* Filing the daily reports and reporting if any flaws were found in the finished product
* Rectifying the errors in speedy manner and reporting about them
* Doing a daily check of the products before and after starting work
* Coordinating with all the other departments that have a role to play in manufacturing and selling

**TOKUMI PHILIPPINES** Clarkfield Pampanga,Philippines

*Line Leader* Jan 2005 – Dec 2007

Job Descriptions

* Strong organizational and time management abilities.
* Understanding in implementing all safety standards.
* Encouraged and Motivated line workers to meet production deadlines and goals.
* Ensured all manufacturing met quality standards.
* Collaborated with machine operators, supervisors, and management to ensure progress and time frame for orders.

**EDUCATIONAL ATTAINMENT**

Holy Angel University Angeles City, Pampanga

**Business Management** June 2001 – April 2003

Undergraduate

Model Community High School Porac ,Pampanga

**High School** June 2000 – April 2001

**SPECIAL SKILLS**

* Knowledgeable in Microsoft application (MS Word, MS Excel,)
* Proficient when it comes to computer and cash register/POS machine.
* Excellent customer service.
* Speaks English fluently.

**PERSONAL DETAILS**

**Date of Birth** : 19 February 1984

**Gender** : Female

**Civil Status** : Married

**Nationality** : Filipino

**Visa Status** : Husband visa

 I hereby certify that the above information written are true and correct to the best of my knowledge.