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|  | Janelle  |

Email: Janelle.337071@2freemail.com

Civil Status: Married

Languages: Filipino, English

Nationality: Philippine

Birth Date: January 07, 1981

Visa Status: Husband’s Visa

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**OBJECTIVES:** With a total of 14 years of working experiences in different fields but with common duties pertaining to **sales, marketing, customer service and clerical works.**

Basic Computer literate and Fast learner.

**APPLYING FOR: SALES EXECUTIVE**

 **PROFESSIONAL EXPERIENCES:**

**SALES PROMOTER / EVENT REPRESENTATIVE**

**SEBA MED MEDICAL SKIN CARE**

**CITY PHARMACY**

**MARINA MALL CARREFOUR DPH ABU DHABI**

**FROM JANUARY 2010 - FEBURARUY 2016**

* Being dressed in a professional manner.
* Handled baby and adult skin care
* Selling products.
* Making recommendation to the customers.
* Conduct marketing and demonstration of the product to different events.
* Keep the stocks visible to the customers.
* Refill the shelves.
* Meeting sales target set by the superiors.
* Introduce the newly products to the customer.
* Responsible of advising beauty treatments.
* Assist other DPH brands when promoters are not around such as perfumes and makeup.

**FRONT DESK RECEPTIONIST**

**ATLAS FERTILIZER INC.**

**TOLEDO CITY, CEBU PHILIPPINES**

**FEBRUARY 2006 – FEBRUARY 2009**

* Answer telephone, screen and direct calls
* Take and relay messages
* Provide information to callers
* Greet persons entering organization
* Direct persons to correct destination
* Deal with queries from the public and customers
* Ensure knowledge of staff movements in and out of organization
* Monitor visitor access and maintain security awareness
* Prepare correspondence and documents
* Receive and sort mail and deliveries
* Schedule appointments
* Maintain appointment diary
* Monitor and maintain office equipment

**ACCOUNT AND SALES REPRESENTATIVE**

**ZUELLIG PHARMA**

**CEBU, PHILIPPINES**

**MAY 2002 – DECEMBER 2005**

* Visit’s pharmacy and check the visibility of the products.
* Promotes new item to pharmacist.
* Convincing new pharmacy owner’s to open an account in our company.
* Prepare business letters.
* Sending emails to clients for new product launching.
* Collecting documents in preparation for account opening.
* Finalization of the client’s documents.

**ACADEMIC QUALIFICATION**

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|  **COLLEGE**Graduate - March 2002 Bachelor of Elementary EducationUniversity of the Visayas, Colon Cebu  |  **SECONDARY** Graduate – March 1997 Consolatrix AcademyToledo City, Cebu |