**LALYN**

**LALYN.337209@2freemail.com**

***Career Objective:***

* **To contribute my acquired experiences in your organization’s operations as well as part of your vision.**

***Special Skills and Interest:***

* **Able to read, write and verbally communicate in English.**
* **Proficient in basic computer such as Ms-Word and Ms-Excel.**
* **Can work under time pressure and or deadline.**
* **Likes serving people.**
* **Accepts direction easily and willing to invest and effort to complete certain responsibilities.**
* **Always wear a smile.**

***Work Experience:***

**Famous Amos (Deli & Meal LLC)**

**Samha, Adnoc Station Abu Dhabi, U.A.E.**

**January 11, 2013 – February 25, 2017**

**Sales Associates**

* **To assist in the day to day operation of the store such as cashiering, customer service, stock ordering, baking and housekeeping.**
* **To ensure achieve sales target with excellent service standards.**
* **Make variety of coffee such as latte, espresso, cappuccino, and americano.**
* **Making gift hampers.**
* **Make sure that each customer leaves the store satisfied with the service.**

**Al Shamaliah Company**

**Sharjah,UAE**

**February 16, 2009- March 31, 2012**

**School Attendant**

* **Maintaining cleanliness at the assigned area.**
* **Prepares food in the canteen.**
* **Makes inventory.**
* **Performed other duties that maybe assigning from time to time.**

**SM Megamall Department Store**

 **Mandaluyong City, Philippines**

**May 2005- February 2009**

**Sales Associates**

* **Always apply the importance of “Excellent Quality Service” especially to the customer itself.**
* **To be able to maintain cleanliness of the merchandise.**
* **Always maintain the stock level of merchandise especially in the selling area.**
* **Always apply the basic method of “FIFO” (First In First Out) of the merchandise.**
* **Always bear in mind to reach the highest target quota.**

**The Landmark**

**Makati, Philippines**

**August 2004- April 2005**

**Sales Associates**

* **To welcome the customers by your smile and greetings.**
* **To assist the needs of the customers.**
* **To promote the product that you’ve been assigned.**
* **Keeping and recording all the inventory items on up to date basis.**

***Educational Attainment:***

**Computer Secretarial**

**Silay Institute**

**Silay City Negros Occidental, Philippines**

**1999- 2001**

***Personal Information:***

**Date of Birth : June 18, 1981**

**Marital Status : Single**

**Gender : Female**

**Citizenship: : Filipino**

**Language Spoken and Written : Filipino and English**

**Visa Status : Transferable Visa**

 **I hereby attest that the above information is true and correct to the best of my knowledge and belief.**