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 **JACKELENE**

**JACKELENE.338128@2freemail.com**

CAREER OBJECTIVES

To have a broader knowledge and experience on my profession to provide employers satisfaction that will lead to company’s profitability and stability.

SKILLS

* Flexible: Manageable, adaptable, and versatile.
* Hardworking: Done with energy, industrious.
* Versatile: Turning easily or readily from occupation/job to another, changeable.
* Innovative: Make changes, introduction of something new.
* People management skills.
* Interpersonal communication skills.
* Business and time management skills.
* Computer literate (MS Word and MS Excel).

WORK EXPERIENCE

**Merchandiser**

Universal Holdings LLC

 Dubai Duty Free

(September 2014 to **September 2016**)

* Doing Market Analysis based on the Market Trends
* Monitoring Stocks Movement based on consumer demands
* Reporting and planning promotions on how to increase the sales.
* Planning and Executing Promotion on a monthly and quarterly period.
* Update the Company on the Stocks movement and availability.
* Maintain good sales and achieve monthly and quarterly targets.
* Maintain the cleanliness, organized stocks and display.
* Keeps the company’s assets in good operating conditions.

**Sales Merchandiser**

 Union Cooperative Society

 Mirdif, Dubai UAE

 (September 2011 to May 2014)

* Good communication with the customers, assisting the customer in a proper way.
* Develop effective internal communications with co-workers.
* Deter employees from deviations to company rules and regulations.
* Ensures that hygiene and safety rules are respected.
* Ensures correct receiving and returning of items (quantity and items)
* Ensures the storage area and yard is always clean and organized.
* Maintain the outbound for the respective sales order identifying the correct location and product expiry of the goods and ensure the First-in First-out (FIFO).

**SALES ASSOCIATES**

Splash Company

SM Watsons Pasig Manila, Philippines

(January 2009 to November 2009)

* Maintain a good customer service.
* Respect the rules and regulations set by the company.
* Good communications with colleagues and management
* Maintain the cleanliness of the products.
* Reporting the monthly sales and stocks as well as stock requisition.

SEMINARS AND TRAINING ATTENDED

**Secondary Institute College of Arts and Trades**

Santiago City, Isabela Philippines

Hotel and Restaurant Management / Front Office

September 2007 to January 2008

 **Highlander Hotel**

 National Highway Bayombong Nueva Viscaya

 Practicum On the Job Training

 January 2008 to March 2008

EDUCATIONAL BACKGROUND

 **Systems Technology Institute**

Santiago City, Isabela Philippines

Computer Secretary

June 2000 to April 2002

**La Salette of Ramon**

Ramon Isabela

June 1996 to March 2000

PERSONAL DATA

 Age: 32 years old

 Date of Birth: October 31, 1983

 Nationality: Filipino

 Height: 5’2”

 Marital Status: Single

 Employment Status: Visit Visa