**Diane**

**Diane.338801@2freemail.com**

**Basic Information**

Age : 33 years old

Date of Birth : September 21, 1983

Place of Birth : Inosluban, Lipa City, Batangas

Sex : Female

Civil Status : Married

Nationality : Filipino

Height : 5’4 ft

Weight : 58 kg

Citizenship : Filipino

**Personal Profile**

 I am a hard worker with a good communication skill who work effectively in a team and has the ability to meet deadlines. I am looking for a new challenge where I can use my existing skills and further develop my career.

**Employment**

**Sales Representative**

January 2010-January 2013

ERICCO Everything Retail Industrial and Commercial Company Inc.

**ACE Hardware SM City Lipa, Batangas**

**Sales Coordinator**

**­**February 2013 –June 2013

ERICCO Everything Retail Industrial and Commercial Company Inc.

**Handyman Do It Best Robinsons Place Lipa**

**Sales Representative**

August 2013 – August 2014

Philips Electronics and Lightning Inc

**Maquilling Builders Hardware Ayala Highway Lipa,Batangas**

**Overseas Filipino Worker (OFW)**

**Domestic Helper**

August 2014 – December 2016

Jedah KSA, Saudi Arabia

**Duties and Responsibilities**

* Serving customers at the sales counter.
* Offering face to face advice to customers on the store products.
* Maximizing store revenue by suggesting upgrades insurance and add-ons to customers.
* Processing returns and refunds as required in line with company procedures.
* Occasionally being responsible for the stores security including being its key holder.
* Using the stock management system to log, check, locate and move stock both in and out of the store.
* Ensuring that all areas are clean and adhere to the company’s clear floor policy and health and safety requirements.
* Making sure that any item which removed from a display column is replaced immediately after a sale.
* Handling customer complaints in a calm manner
* Managing cash and payment system in accordance with company procedures and policies

**Educational Background**

**Secondary Education**

Bugtong na Pulo National High School

Bugtong na Pulo, Lipa City, Batangas

2001-2002

**Primary Education**

Inosluban – Marawoy Elementary School

Inosluban, Lipa City, Batangas

1997-1998

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