***CHRISTINE***

C/o-Cell Phone No.: +971505891826

Email: Christine.343092@2freemail.com

**Objective**: to pursue a good career in a company that gives me sample opportunity to enrich my innate potential, also I would like to be a part of good organization and competitive environment that paves a way to prove myself and forth the best in me.

* Methodical
* Adaptable
* Eager to learn
* Hard Working

**E M P L O Y M E N T R E C O R D S**

March 2008 – July 2011 Pure Gold Jewellers LLC

**Sales Executive cum Cashier** Dubai United Arab Emirates

* Promote the quality of the product to the customers.
* Assist the customer to the chosen items.
* Endorse the product regarding sales and discount.
* Responsible for daily/monthly inventory.
* Responsible for merchandise display.
* Serve as a customer care representative for pending orders and request.
* Received the payment from the customers.
* Perform other clerical and computer job as maybe directed by the superior officers.

January 2013 – March 2014 Sarabia Jewellers

**Sales Associate cum Cashier** Guanco Branch Iloilo City, Phil.

* Helping customers in any possible way to ensure customer service satisfaction.
* Attends customer’s queries, comments and suggestions over the counter and through phone.
* Greets and interacts with customers courteously and politely.
* Merchandising of the products.
* Do the daily and weekly sales report.
* Conduct inventory of a products.
* Cashier and store in charge.
* Promoting of products and meeting target in sales revenue.
* Carrying out other duties in the office and showroom as when required.

November 2014 – November 2015

**Secretary cum Receptionist** Angola West Africa

* Dealing with telephone and email enquiries.
* Arranging Appointments.
* Typing and Word Processing
* Preparing and maintained, update files, database, records, and other documents to be needed.
* Responsible for preparing receipt and invoice vouchers.
* Distribute mail, faxes, and courier to appropriate recipients.
* Importing email contacts from excel database to outlook.

**Personal Information**

Date of Birth: December 25, 1981

Place of Birth: Roxas City Philippines

Gender: Female

Status: Single

Nationality: Filipino

Height: 5’5

**Educational Attainment**

College: Colegio Del Sagrado Corazon de Jesus

 Iloilo City, Philippines

Course: Associate in Hotel and Restaurant Mgt.

**Certificate and Award Received**

* Feb. 11 –March 5, 2011 – has undergone on the job training at Boracay Island Phil.
* 4th of November 2008 – Attended Retail Sales Training Program held in Dubai U.A.E.
* November 2008 – received a Letter of Appreciation from superior for exemplary performance.

**I hereby certify that the above mentioned was true and correct to the best of my knowledge and beliefs.**