**ARLENE**

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Visa Status: Employment Visa

**Objective:**

Intend to give a position to utilize my skills and abilities to into practice for mutual growth and benefit and make endeavors towards the way which is innovative, creative, and excel is my field.

**CAREER HIGHLIGHTS:**

**SALES EXECUTIVE**

Dar Optics Group

August 17, 2014– to Present

Job Description:

* Assist customers with selection of optical goods based on prescription written by Optometrist and individual needs.
* Perform duties in such a manner as not to jeopardize the safety and health of themselves, fellow associates, customers, the public or the environment.
* Advising patients on the various types of lenses and spectacle frames (e.g. style, weight, color, brand, material, durability)
* Listen and respond immediately with an appropriate level of concern to all customer issues. Analyze, solve, and correct customer service issues.
* Managing the store in absence of the Branch In-Charge.
* Answering and making phone calls (patients, general public, staff). Check status and notify customers when orders are delayed.
* Help maintain the Vision Center’s appearance at all times.
* Taking orders and processing them appropriately. Preparing Monthly Reports.
* Opening and closing of the premises in the absence of the Store Supervisor
* Dealing with enquiries: face-to-face, over the telephone and through email
* Checking orders from the delivery. Perform weekly/monthly inventory.
* Adhering to Health & Safety regulations and company policies at all times

**CASHIER/TELLER**

G4S Cash Solutions Philippines, Inc.

Quezon City, Philippines

February 14, 2013 – June 2014

Job Description:

* Handle cash transactions received from the client.
* Received cash from armored cars and count and verify cash,
* Received and count working cash at the beginning of shift.
* Verify cashier’s check. Sort, file and record deposits slip.
* Responsible for the Computation of the Delivery Pick-Up (DPU) daily from different client to one Bank.
* Responsible for consolidation of DPU per Batches to be sorted by the cashiers.
* Resolves discrepancies in account. Ensure that the cash drawer is balanced and maintained at all time.
* Verifying cash from Delivery Pick-up Unit (DPU) for bank clients such as BPI and HSBC.
* Consolidating all the cash of DPU and Branches verified by the cashiers.
* Perform end of the day recap of money and bank slips.
* Receive checks and post entries into correct accounts.

**SENIOR SALES CONSULTANT**

Stores Specialists, Inc. (Calvin Klein Apparel, Perfume, Lingerie)

Makati City, Philippines

October 2003 – May 2006

Job Description:

* Study and memorize the product in order to have a good sales communication.
* Complete understanding about the product.
* Meet and greet the customer upon entering the store as a company standard rule.
* Assisting the customer and suggesting other collections. Accepting reservation request.
* Ensures the sales team force is positive and are geared up for the challenge.
* Establishing or identifying prices of goods.Controlling and checking outgoing merchandise.
* Take participation in trade shows, exhibitions, networking with local associations to promote the products.
* Responsible of daily inventory, for replacing/replenish of new stocks in selling area.

We handled Luxury products like Gucci, YSL, Lacoste,Bally, BVLGARI, Nine West, Prada, Kenneth Cole, Anne Klein, Marlboro, DKNY, Springfield, Diesel, Lush, Jessica, PRADA, Kate Spade and Burberry.

**JUNIOR BILLS PROCESSOR**

Robinsons Supermarket Corp.

Quezon City, Philippines

June 2002 – October 2002

*Directly reporting to Bills Manager with the following Duties and Responsibilities:*

* Encode and process the following documents:

: Return to Vendor (RTV),

: Return Delivery Order (RDO),

: Price Adjustment Advise(PAA)

: Gondola Rentals documents using EPICOR system.

* Clean – up of RS Trade Voucher and DM Transactions.
* Assume the responsibility of receiving and sorting incoming payments with attention to credibility.
* Manage the status of accounts and balances and identify inconsistencies.
* Ensure all clients remain informed on their outstanding debts and deadlines.

**ADMIN/PURCHASING CLERK (for the following companies)**

***1 –International Freeport Traders Inc. (IFTI)***

Pasig City Philippines

September 2000 – February 2001

***2 – Sure Value Inc. (SVI)***

Pasig City Philippines

March 2000 – August 2000

October 2001 – March 2002

Since IFTI and SVI is a sister Company, my Duties and Responsibilities are the same.

Assigned to Purchasing Department with the following duties and responsibilities:

* Performs general clerical duties to include photocopying, faxing, mail distribution, and filing.
* Coordinates and maintain records for staff office.
* Greet clients, suppliers, visitors to the organization in a professional and friendly manner.
* Handle incoming calls regarding Purchase Order.
* Received and handles inquiries from email and phone calls.
* Coordinate to suppliers regarding purchases order.
* Responsible for Preparation of Purchase Order Receiving Report (PORR) to be submitted tothe Merchandising Manager.
* Filing all purchase order sorted per Supplier and maintaining filing system.

**Educational Background:**

Vocational Course: Practical Nursing (College graduate) 2006-2008

St. Augustine School of Nursing

Quezon City Philippines

**Key Skills:**

Computer Skills, Transferable, Adaptive, Initiative, Optimistic, Self motivated,Flexibility and Teamwork.Excellent in customer service skills.Ability to perform a variety of duties in a timely manner. Ability to work with minimal supervision.

**Personal Details:**

Date of Birth : June 12, 1978

Place of Birth : Sorsogon City, Philippines

Language : Filipino(Tagalog), English

Civil Status : Single

**Strengths:**

Fast Learner, self-motivated, result oriented, trustworthy and honest.Ability to perform multi tasks.Ican work confidently with other people at all levels.

**References:**

Available upon request.