**WINNIE**

Deira, Dubai U.A.E

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**Career Objective:**

To seek a professional career and be able to contribute on achieving the company’s objective by delivering quality work and commitment on adding value by enhancing my skills and capabilities, through maximizing of my potentials based on my learning experience and abilities.

To work professionally in the team environment focused on the company’s mission and vision.

**Profile:**

Highly self motivated and goal oriented professional experienced working in fast paced environments and has the ability to work under pressure. Trustworthy, ethical, discreet and have the sales experience to handle customer complaints and solving problematic solutions.

**Work Experience:**

**COMPANY : CAPITAL OPTICIANS LLC**

**ADDRESS : Al Fattan Marine Towers, Dubai Marina, JBR- The Walk**

**POSITION : Sales Lady**

**DATE : March 2, 2008 - up to present**

* Attend the customers and give a high quality of service.
* Work with customers with the most cheerful and pleasant disposition.
* Communicate and assist the customers in any way possible and as the customers require.
* Dispensing eyeglasses (prescription and non- prescription glasses) and contact lenses.
* Assisting and recommending suitable frames and sunglasses according to the shape of the face and personality of the customers.
* Follow- up all orders (spectacle lenses and contact lenses).
* Monitoring outgoing and incoming orders.
* Preparing daily sales report and job orders.
* Do the annual inventory.
* Handling all the patient records and check all the bill payments.
* Ensures that all customers received a consistent quality standard of service that is courteous, personalized and efficient.
* Maintaining the cleanliness of the shop.

**COMPANY : AL JEAIDI FASHION**

**ADDRESS : Hamarain Center, Deira Dubai**

**POSITION : Sales Lady**

**DATE : December 29, 2007- January 31, 2008**

* Attend the customers and give a high quality of service.
* Work with customers with the most cheerful and pleasant disposition.
* Assisting and recommending suitable dress according to the personality and customer needs.
* Promote the product.
* Ensure the satisfaction of the customer needs.
* Maintaining the cleanliness of the shop.

**Company : AVON COSMETICS COMPANY**

**Address : Tagum City, Davao del Norte, Philippines**

**Position : Avon Dealer**

**Date : May 2007 - September 2007**

* Direct sales.
* Encourage customers to try and use the products.
* Segregate store sales and records.
* Assisting customers according to their needs.
* Ensure the satisfaction of the customer needs.

**SCHOOL : ASSUMPTION COLLEGE OF NABUNTURAN**

**Address : Nabunturan Compostela Valley Province, Philippines**

**Date : June 2006 - March 2007**

**Position : Teacher**

* Preparing lesson plan for the pupils on daily basis.
* Preparing creative activities that the pupils can participate in.
* Monitoring the pupils progress and development.
* Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident.
* Establishing and maintaining a good standard of discipline through well- focused teaching and through positive and productive relationships.
* Prepare and present informative reports to parents.

**Educational Background:**

Degree : **Bachelor of Science in Elementary Education**

St. Mary’s College of Tagum, Inc.

National Highway, Tagum City Philippines

Graduated : **2006**

**Personal Background:**

**Date of Birth : November 16, 1985**

**Place of Birth : Tagum City, Davao del Norte, Philippines**

**Nationality : Filipino**

**Languages : English, Tagalog, Cebuano**

**Status : Single**

**Passport No. : EC8109459**

**Visa Status : RESIDENT VISA**

**Achievements:**

* **PASSED THE LICENSURE EXAMINATION FOR TEACHERS**

**Skills:**

* Computer Literate and well educated.
* Good Interpersonal Skills - Works well with others, motivates and encourages.
* Detail-oriented, Reliable, Flexible, with the ability to work under pressure.
* Extremely hard working and have a sharp memory.
* Willing to do extra work to gain valuable experience.
* Ability to communicate English and written communication skills.
* Highly dedicated in commitment to service.

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

**WINNIE**

Applicant