**CURRICULUM VITAE**

**Mary**

C/o-Mobile Number : **+971505891826**

Email Address : **mary.344048@2freemail.com**

**PROFILE JOB DESCRIPTION:**

* **Sales promoter** promote products and services to customers and negotiate contracts with the aim of maximizing sales profits.
* **Sales Executive Job Purpose:** Builds business by identifying and selling prospects; maintaining relationships with clients.

**EDUCATIONAL ATTAINMENT:**

 **GRADUATE**

University of Pangasinan (1995-1999)

 Arellano St., Dagupan City

 Bachelor of Science in Commerce

 Major in Banking and Finance

 Informatics Computer Institute

 IT Power Module 1

 Microsoft Office ’97

 (Word; Excel; Power Point and Access)

**WORK EXPERIENCE:**

**Company Name: Al Ghandi Electronics**

**Position: sales promoter ( Philips personal care and heavy household )**

**Period of Employment: December 29,2014-present**

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**Duties and responsibilities:**

* Promote sales and services to customers.
* Develop and implement sales and service tools.
* Promote products to sell in big chain stores.
* Deliver customer services in a courteous manner.
* Plan and schedule visits to point of sales to promote products and services.
* Communicate customer orders and requirements to customer service and care department.
* Ensure delivery of products to customers in a timely manner.
* Assist sales and service manager in preparing and verifying invoices, products and merchandise.
* Implement best practices in sales and service activities.

**Company Name: Digi Photo Studio Dubai UAE**

**Position: sales associate/cashier**

**Period of Employment: July 23, 2012 – November 22,2014**

**Duties and responsibilities:**

* Greet and welcome the guest
* Understand their response and create interest
* Excite about the location and product
* Receive payments from the guest through cash,credit card , checks,voucher or automatic debit
* Surprise the guest and make suggestive selling
* Compliment the pictures and give technical input by upselling and make add ons
* Responsible for driving service excellent skills by promoting the product
* Engage, thanks the guest and connect them to view order station

**Company Name: Southern Fried Chicken (British Fast food Chain )**

 **Safeer Mall Musaffah Abu Dhabi ( U.A.E.)**

**Position: Service Crew / cashier**

**Period of Employment: October 10, 2007 – January 30, 2010**

**Duties and responsibilities:**

* Develops enthusiastically satisfied customers all of the time.
* Customer creates opportunities for customer to interact with the product.
* Responds to customer needs and says thank you to every customer.
* Provides quality beverages consistently for all customers
* Follows health, safety and sanitation guidelines for all products.
* Follows store policy and procedures for operational flow at each station.
* Follows standards for merchandising, stocking, rotating and storing products.
* Follows cash handling procedures and cash register policies.
* Follows inventory stocking and recording guidelines.
* Contributes to store goals for increasing sales and improving profits

**Company Name: Abu Dhabi National Hotels ADNHC P.O BOX 46806 Abu Dhabi**

**Position: Service Crew / Cashier**

**Period of Employment: June 07, 2006 – September 30, 2007**

**Duties and responsibilities:**

* Render service to customer and company.
* Aware for hygiene for the quality high standard service.
* Taking orders and serve properly by the required company.
* Preparing, checking sales production report for the daily sale.
* Handling good relations to the customers.

**Company Name: Pangasinan Local Government Unit Sta. Barbara Municipal Hall**

**Position: Receptionist / Secretary**

**Period of Employment: May 16, 2003 – January 16, 2006**

**Duties and responsibilities:**

* Performs general secretarial and clerical functions ( scheduling, copying, faxing, data entry
* Filing etc.) for the purpose of supporting office operations
* Answer telephone system for the purpose of screening calls, transferring calls, responding to inquiries and or taking messages
* Verifying records ( Deceased; transfer; double registration ; failed to vote twice)
* Assisting during unit meetings and other seminars organized by the unit.
* Preparing letters and quotations to be forward to the department heads

**Company Name: Magic Central Warehouse, Malued, Dagupan City, Pangasinan Philippines**

**Position: Sales clerk**

**Period of Employment: May 05, 2000 – April 01, 2002**

**Duties and responsibilities:**

* Offering advice and introducing new product to customer
* Negotiate contracts with the aim of maximizing sales profit
* Promote products and services to customers
* Forwarding and accounting the checks.
* Demonstrating and presenting product
* Answering the customer about the product and queries.
* Forwarding all documents to Accounting Assistant.

**SKILLS:** Secretarial and Clerical works, Customer Service, Arabic speaking

**PASSPORT and VISA DETAILS:**

* Passport Issue Date **: 08/04/2016**
* Passport Expiry Date **: 07/042021**
* Place of Issue **: PCG DUBAI**

**DECLARATION:**

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief