**Lorena**

Lorena.347651@2freemail.com

**Career Objective:**

To pursue a challenging career that would enhance my ability and broaden my skills, knowledge and effectiveness in what undertaking work assign to me.

**Skills and Competencies:**

• Flexible, hardworking, goal  oriented and trustworthy

• Willing to learn and confident to work with other people

• Exposure to work under pressure

• Self-motivated resourceful and fast learner

• Extensive retail experience  preferably fashion

• Ability to deliver service excellence

• Ability to work with team to achieve and exceed sales targets

• Good time management

• MS Word and Browse Internet

**Work Experience:**

* Working as Sales Executive at MAJESTIC ANGELS L.L.C. and BALMAIN (for Women)

Burjuman Mall Level 1 Dubai, UAE

June 6, 2016 Till Present

We are selling Italy luxury brand:

* Via Delleperle
* Chiara Deste
* Petite Couture
* 22 Maggio
* Ean 13
* Angelo Marani
* Maria GraziaSeveri
* Ruco line Shoes
* Alberto Gozzi Shoes
* Kelton Shoes
* Missouri Shoes
* To Be G Bags
* Daniel Laggages
* Le Plas Bags
* Working as Sales Associate at RITA & ZIA (Accesorries from Switzerland handmade)

Jumeira 3, Sunset Mall, Dubai UAE

December 2015 till End of May 2016

We are selling accesorries:

* Silver
* Gold Plated
* Rose Gold
* Working as Sales Associate / Cashier at Affordable fashion and Retail

Al JafiliyaSatwa Dubai, U.A.E

March 2011 March 2013

**Duties and Responsibilities:**

* Greet the customers.
* Attentive towards the customers.
* Maintain teamwork with the other staff.
* Maintains accurate records for sales which help in deriving the right figures.
* Sells products by establishing contact and developing relationship with prospect customers.
* Place product in showroom process sales transactions and records.
* Received payments by cash, credit cards, and vouchers.
* Issue receipts, refunds, credits, or change due to customers.
* Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical scanners.
* Working as Waitress/Cashier at AsailAlsham Sweets located at Al Rigga St. Dubai, UAE

August 2013 till August 2015

**Duties and Responsibilities:**

* Welcome customers as they come into the restaurant
* Help customers to settle down and also take their orders
* Process customers’ orders and generate their bills
* Provide answers to queries presented by clients regarding services and offers made available by the restaurant
* Clean all tables after clients have left and get such tables prepared for the next set of clients
* Received payment by cash or credit card
* Working as Assistant Electrician (Switchgear) Tamco Middle East at Jebel Ali, UAE

March 2010  November 2010

**Duties and Responsibilities:**

* Arranging the wire into proper place.
* Preparing and connect all wire according to each sizes.

**Education:**

Elementary - Don Felix De Leon Memorial School (1996-1997)

Secondary - San Miguel National High School (2000-2001)

**Personal Information:**

 Nationality : Filipino

 Languages known : English, Basic in Arabic and Japanese.