**CYNTHIA** **CYNTHIA.349046@2freemail.com**

**OBJECTIVE**: To have a career that would help broaden my professional potentials and become an asset in achieving the company's goals.

**PERSONAL DATA**

            Date of Birth   : February 7, 1982
              Nationality  : Filipino
              Gender   : Female
              Religion  : Roman Catholic
              Civil Status  : Single

Language Spoken : English & Filipino

 Visa Status : Employment Visa

**SKILLS**

* Strong verbal, written and personal communication skills
* Client & partner relationship management
* Organizational skills and customer service oriented
* Problem analysis and problem solving
* Strong interpersonal and leadership skills
* Can work with less supervision, highly organized, and has positive attitude
* Able to handle multiple assignments, plan and manage own time
* Adaptability and ability to work under pressure and multi task

**WORK EXPERIENCES:**

**Elysees Beaute General Trading LLC (Creed Perfumes – External Merchandiser Dubai Duty Free)**

Dubai Duty Free Terminals

**Sales Promoter / Merchandiser (March 2016 – Present)**

* Promoting the product and providing information on the product.
* Responsible for setting sales goals and then promoting to reach the monthly target.
* Reaching out to potential clients and convincing them about the product’s or brand’s caliber so that the business can be expanded.
* Main responsibility is to expand the visibility of the brand owned by and work towards popularity and advertising.

**Ajmal International Trading Co., LLC (Maryaj Perfumes – External Merchandiser Dubai Duty Free)**

Dubai Duty Free Terminals

**Sales Promoter / Merchandiser (February 2011 – February 2016)**

* Responsible for managing the sales activities of a business unit and implementing strategies to increase clients.
* Promoting the products.
* Sales tracking and analysis- sales report and product display.
* To supervise in terms of organizing the stocks.
* Serve the customer politely and efficiently.
* Perform other responsibilities as required by the management.

**PL Insurance Services**

Molave Street Cebu City

Cebu, Philippines

**Service Assistant – (April2009 –August 2010)**

* Marketing & Booking of Accounts
* Assist in the preparation of quotation slips to prospective and existing clients
* Attend to client inquiries such as claims, policies, endorsements and other matters
* Collection
* Assist in the collection of all receivables
* Print and send statement of account to all clients one week after booking
* Reconciles accounts receivables and payables
* Claims
* Receives and logs claims information from client and reports these to the insurance company concerned
* Informs and assists clients in claims documentation and ensures that these are submitted to the insurance companies on time
* Remittance, Reports & Other Duties
* Prepares monthly remittances to insurance companies
* Assist special projects and other functions necessary to carry out company business
* Perform all other functions as assigned

**Cebu Speech Inc. English Language Center**

Cebu City

Cebu, Philippines

**Office Secretary / Accounting / Book Keeper (February 2005 – March 2009)**

* Supports all documentation of the Operations Director and Academic & Administrative Director.
* Addresses all requests following the chain of command.
* Assists student’s confirmation, booking and flight schedules.
* Collects other fees and payments designated by the company.
* In charge in the computation of salary and wages.
* Responsible for other accounting matters.