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| |  |  |  | | --- | --- | --- | |  |  |  | | **PABALAN**  [**PABALAN.351968@2freemail.com**](mailto:PABALAN.351968@2freemail.com) |  |  |  |  |  |  | | --- | --- | --- | | **PERSONAL DATA** | | | | Age: | | 29 | | Date of Birth: | | August 12, 1987 | | Gender: | | Female | | Civil Status: | | Single | | Height: | | 140 cm | | Weight: | | 50 kg | | Nationality: | | Filipino | | Religion: | | Christianity – Catholic | | **WORK EXPERIENCE** | | | |  | | | | 1. | Position: | **Sales Associate** | | Duration: | July 2014 – Sept 2016 | | Company: | Dan Dan Jewellery | | Company Industry: | Retail / Wholesale | | Location | China Mall, Al Jurf Ajman UAE | | Department: | Sales Department | | Job Description: | Creating sales of the product.  Working closely with the marketing department regarding the creation of interest product.  Selling the product quickly and efficiently.  Report on the sale of the product.  Meet the target set by the company.  Researching and survey customer satisfaction.  Give ideas regarding offers to boost sales.  Give feedback to higher management about the product. | | 2. | Position: | **Merchandiser** | | Duration: | July 2013 – July 2014 | | Company: | Union Cooperative Society | | Company Industry: | Retail / Merchandise | | Location | Ajman UAE | | Department: | Sales Department | | Job Description: | Responsible in checking all the items is on good condition at all times.  Checking expiry  Cleaning the shelves  Responsible in making orders specially warehouse items.  Responsible in assuring all goods are in good condition.  Responsible to follow and applying FIFO (first in first out method). | | 3. | Position: | **Production Operator** | | Duration: | April 18, 2010 – Dec 6, 2010 | | Company: | Kodec Precision Incorporated | | Company Industry: | Retail / Merchandise | | Location | Calibutbut , PEZA Zone Bacolor , Pampanga | | Department: | Production | | Job Description: | Checking all the items.  Production operators set up and adjust machines, and monitor them for unusual noises or movements.  They test and measure finished products, and record their activities and manufacturing levels.  Checking the width, length and size of the product by using microscope. | | 4. | Position: | **Merchandiser** | | Duration: | Sept 16, 2007 – May 17, 2008 | | Company: | Watsons Clark Mall | | Company Industry: | Retail / Merchandise | | Location | Clark Pampanga | | Department: | Sales Department | | Job Description: | Responsible in making daily inventory.  Responsible in supplying and checking all the items.  Responsible in counting all the items manually.  Sending merchandiser daily report. | | 5. | Position: | **Counter Helper** | | Duration: | Sept 25, 2006 – Feb 24, 2007 | | Company: | Super value Incorporated | | Company Industry: | Retail / Merchandise | | Location | City of San Fernando, Pampanga | | Department: | Sales Department | | Job Description: | Responsible in assisting customer needs.  Responsible in giving right assessment in the customer.  Responsible for supplying raw material in all counter lanes. | |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |  |  |  |  | | --- | --- | --- | | **EDUCATION** | | | |  |  |  | | Education Level: | Diploma / Certificate |  | | Education Field: | Associate in Computer Science |  | | Course: | **Computer Science** |  | | School/University: | Visualcom Computer Science and Technology |  | | Location: | Pampanga |  | | Date: | 2004 - 2006 |  |  |  |  |  | | --- | --- | --- | | **SKILLS** | | | |  | **Skill** |  | |  | Computer Literate MS word ( excel, word, and power point ) Good oral and written communication |  |  |  |  | | --- | --- | |  |  | |  |  | |  |  | |