

**ANNABELLE**

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**OBJECTIVE:**

To engage in reputable work in dynamic company offering opportunities for career growth and dynamin interaction to utilized my knowledge experience,ability,efficiency and organizational skills.

**Goal Basic Strength:**

* oriented and ability to communicate well at all levels.
* Friendly,Sociable and having excellent communication.
* Self-motivated,initiative & responsible natured.
* Excellent in Public Relation and having pleasing nature.
* Hard Working,Dedicated.
* Ability to Meet Targets in line with company objectives.
* Ability to Adapt changes.
* Inculcating & implementing new ideas which would enable the company to compete in today’s global economy.

**WORK EXPERIENCE**

Position : **Sales Associate / Cashier**

Duration : July 8,2015 Residence Visa ( Cancelled )

Company : **Max Electronics LLC**

Location : Mirdiff City Centre,Dubai

Job Description:

* Greet customer when entering or leaving the store.
* Receives payment and responsible for accuracy of amount received and authenticity of money bills.
* Ensures that terms sales have credit approval from credit and collection department before processing sale.
* Process credit card transaction,secures bank approval.
* Settles machine-validated card transaction.
* Resolve customer complaints,guide them and provide relevant information.
* Merchandising,displaying and arranging items based on standard set by the company
* Focus on daily target.
* Responsible for monthly and annual inventory.

Positon : **Sales Associate**

Duration : April 25,2011 – April 30,2015

Company : **Abha Tallah Trading**

Location : Megamall Sharjah UAE

Job Description.

* Responsible in arranging the product display.
* Selling and promoting the company brand.
* Maintains accurate record of the sales of goods and services.
* Process the customer transactions.
* Monitors stocks.
* Doing monthly and weekly inventory.

Position : **Captain Waitress cum Cashier**

Duration : November 2003 – May 2010

Company : **Peking Chinese Restaurant**

Location : Sharjah UAE

Job Description.

* Supervised and coordinates of all workers engaged in providing courteous and rapid service to customer
* Greets guest upon arrival and escorts them to tables
* Process the customer transactions
* Notifies payroll regarding work schedules and time record
* Assisting in preparing menus
* Receives payment and is responsible for accuracy of amount received and authenticity of money bills
* Resolve customer complaints,guide them and provide relevant information
* Process credit card transactions,secures bank approval
* Submits billing statement to the accounting department immediately
* Ensures that terms sales have credit approval from credit and collection department before processing sale.

Postion : **Sales Associate**

Duration : July 2010 – February 2011

Company : **CSI Shopping Mall**

Location : San Fernanado City La Union

Job Description:

* Responsible in arranging the product display
* Actively assists deals and attends to the needs of customers
* Selling and promoting the company brand
* Maintains accurate record of the sales of goods and services
* Gives brief introduction about the product
* Grant the request of customers on getting new stocks and other product requested by the customers
* Doing monthly and weekly inventory

Position: **Cashier / Sales Associates**

Duration: April 2000 – October 2003

Company: **Jelra Supermarket**

Location: Rizal Avenue San Fernanado City La Union

Job Description:

* Receiving payment from customer and recording appropriate values.
* Operating cash according to the policies and procedures given by the company.
* Updating daily and weekly inventory.
* Preparing product sales report to indentify stocks available and sold items.
* Receives payment and is responsible for accuracy of amount received and authenticity of money bills.
* Ensures that terms sales have credit approval from credit and collection department before processing sale.
* Process credit card transactions,secures bank approval.
* Maintains accurate record of the sales of goods and services.

**HIGHEST EDUCATION:**

Education Level : Bachelor’s / College Degree

Education Field : Junior Secretarial

School / University : Union Christian College,San Fernando City La Union

Date / School Year : 1994-2000

**PERSONAL DATA:**

Date of Birth : April 30,1981

Gender : Female

Civil Status : Married

Nationality : Philppines

Religion : Christian