**May**



Email: [**may.354351@2freemail.com**](mailto:may.354351@2freemail.com)

**OBJECTIVES**

Currently looking for a new and challenging position, one which will make the best use of existing skills and experience while enabling further personal and professional development.

**CAREER SUMMARY**

**Sales Associate**

The BabyShop (L.L.C)

Qassimiah Branch, Sharjah

United Arab Emirates

**Year: 2012 - 2017**

**Job Description**

* Greeted customers and determined their needs and wants.
* Discussed type, quality and number of merchandise required for purchase.
* Recommended merchandise based on individual requirements.
* Advised customers on utilization and care of merchandise.
* Provided advice to clients regarding particular products or services.
* Explained the use and advantage of merchandise to customers.
* Answered customers’ queries and concerns.
* Answering Phone Calls
* Showed the live working of merchandise.
* Quoted prices and discounts as well as credit terms, trade-in allowances, warranties and delivery dates.
* Assisted in display of merchandise.
* Handling petty cash.
* Filing paper works in office.

**Education and Qualification**

**Executive Secretary/Office Administration**

Jurassic Institute of Management and Technology

Aptech Computer Education

Sharjah, UAE (2015)

**Hotel and Restaurant Management (undergraduate)**

University of Cebu

Cebu City, Philippines

**Key IT Skills**

Knowledgeable on Microsoft Word, Excel, PowerPoint, Internet, Outlook and Email.

**Personal Data**

Nationality :Filipino

Gender :Female

Date of Birth :January 13, 1987

Marital Status :Single

Religion :Roman Catholic

Languages :English , Tagalog, Spanish

Visa Status :Residence Visa

*References will be provide upon request.*