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**LOVELY**

[**LOVELY.357452@2freemail.com**](mailto:LOVELY.357452@2freemail.com)

**Skills and Aptitude**

**IT/Computer** Advance Spreadsheets, office templates (word and excel), Photoshop Design and illustration, Computing, internet and R&D. Reporting, Aggregation.

**Employment Experiences - UAE**

**Since August 2014 - At Present **

**THE IML GROUP – Dubai, UAE Operation Assistant- Visual Merchandiser**

***Duties and Responsibilities***

* Install creative stickers and posters inside Mall Washrooms/Cinemas/Laundry.
* Maintain campaign installed in appropriate place and ensure cleanliness.
* Monitor all tester campaign and promotions.
* Assist on going promotions for Campaign in 300+ Laundries.
* Prepare reports of all installation and removal of campaigns
* Directly reporting to Operations Manager
* Accountable for:
* Ensure while doing Installation none of the property should be damage like doors, walls, mirrors etc.
* Ensure while removing the installed creative none of the property should be damage.
* Ensure that all permission are in place while going for the installation.
* Once the installation is completed we have to ensure that the picture are submitted to the Principal Company and if they find any error we have to take immediate action for the same.
* Ensure the installation is done as per the mall have agreed the sequence. For Eg : Wash room A 1st Mirror sticker is Dove then Wash room B 1st Mirror sticker should be Dove.

**Since March 2013 to July 2014 **

**365 Sparkle General Trading L.L.C (SAVEX)- Dubai, UAE**

**Purchase Assistant**

***Duties and Responsibilities***

* Significantly involved in buying Perfume and Cosmetics.
* Significantly creating item master for the new products.
* Successfully involved in selecting the products for Shoes / Hand bags / and Artificial Jewellery.
* Accountable for:
* Purchasing items in same price or lesser price compare to previous price. If any items are buy in higher price then need to take approval.
* Only to buy fast moving reference and any new reference buy with recommendation of purchase team.
* Slow moving reference not to order.
* Handling customer complaints due to damaged products.
* Recruited temporary sales staff for exhibition events.
* Involved in Proper Planning, discussion among team members, and if needed hire temporary work force.
* Team size managed: 4

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**365 Sparkle General Trading L.L.C (SAVEX)-Dubai,UAE**

**Sales Assistant Duties and Responsibilities**

* Responsible for Perfume and Shoes department.
* Assisting to the customer for the requirements.
* Maintaining visual standards for Shoes and Perfume department.
* Responsible in organizing the stocks.
* Monitoring day to day sales and update to the Store supervisor.
* Monitoring weekly best sellers and updating to the supervisor.
* Worked as a Cashier during Sales Period and exhibitions.
* Doing Cash closing and Z report.
* Involved in doing the inventory process of the shop.

**August 2010 – Feb 2013**

**Primedia Unlimited Middle East, Dubai, U.A.E** **Operation Assistant**

***Notable Credits***

* Install creative stickers and posters inside Mall Washrooms/Splash Fitting Rooms/Cinemas/Salons/Bars.
* Maintain campaign installed in appropriate place and ensure cleanliness.
* Monitor all tester campaign and promotions.
* In touch with Salon owners for sampling distribution and deals for salon4d.
* Assist Salons for their promotions that will be published in Salon4d website
* Assist on going promotions for Campaign in 100 salons
* Prepare reports of all installation and removal of campaigns
* Directly reporting to Admin and Operations Manager

**April 2008 – April 2010**

**Lucky 99 Store, Philippines**

**Sales**

***Notable Credits***

* Assist the customer’s needs and concern
* Arrange store items as per colours, sizes, design and keep area cleaned.
* Prepare and monitor inventory daily according to sales item
* Welcome customers professionally and efficiently
* Follow exit procedures, explain warranties and [options](http://www.greatsampleresume.com/Job-Responsibilities/Retail-Sales-Associate-Responsibilities.html) to customers and
* Display business appreciation (After Sales service).
* Be involved in stock control and management.
* Dealing with customer refunds and responsible on any complaints
* Reports directly to the store manager
* Also receives payment, prepare manual invoice

**EDUCATION**

* Associate of Computer Studies Airline Operation Procedure.(2006-2008 from Philippine State College of Aeronautics)

**PERSONAL DOSSIER**

DOB : 16th March, 1990

Marital Status : Single

Languages : English, Tagalog

Nationality : Filipino