**LAKAMBINI**

UAE

**Email:** lakambini.358062@2freemail.com

**Mobile No**. C/o 0505891826

**CAREER OBJECTIVE:**

* Articulate well-presented and experienced sales representative with a proven track record of meeting store sales targets. Hardworking and able to communicate effectively with people from all backgrounds and able to present products in a structured professional way face to face with customers.
* I tend to work in dynamic organization and secure a position in which my skills will be applied and where my knowledge and potential can be maximized, fully realized and recognized thus will prove the company’s operation and my capacity to serve.

**SUMMARY QUALIFICATION:**

* Customer service.
* Excellent selling skills indoor and outdoor.
* Good English communication and proper coordination.
* Telemarketing and email marketing.

**WORK EXPERIENCE:**

**1762 by APPETITE (Dubai UAE)**

**Telephone operator / Cashier/Deliveries catering**

November 9, 2014 – upto Present

**Duties and Responsibilities**

**As a Telephone Operator:**

* answer telephone, screen and direct calls
* take and relay messages
* provide information to callers
* deal with queries from the public and customers
* responsible for all customer inquiries, suggestions and comments to the management.
* Answering the Phone orders and make sure they will receive their orders on the right time.

**As a Cashier:**

* Handling all the cash transaction of an organization
* Receive payment by cash, cheques, credit card etc
* Checking daily cash accounts
* Guiding and solving queries of customer
* Providing training and assistance to new joined cashier
* Maintaining monthly, weekly and daily report of transactions

**Dove Products- UNILIVER Philippines**

**Sales Associate**

Feb. 2004-Sept. 2004

**Duties and Responsibilities**:

* Promoting sales and stimulating interest for the company profit.
* Check inventory stock and sorting out defective goods.
* Provide excellent tasks.
* Explaining all the details about the product.
* Prepare storage receipts for customers, load and unload merchandise as it is received or when it is being shipped from and to another branch or to customers.
* Receives and facilitates goods.
* Checks inventory stock and sorting out defective goods.
* Engage in promotional activities.
* Provides excellent customer service tasks

**Value Points Hypermarket Philippines**

 **Cashier / Sales**

June 2006-Dec. 2006

**Duties and Responsibilities**:

* Performs high level assistance to customer needs.
* Facilitates and monitors cash sales and billing statements.
* Apply suggestive selling, Monitors stock inventory.
* Checks inventory stock and sorting out defective goods.
* Replenishes stocks on display and ensure the availability in the selling area
* Performs high level assistance to customer needs.
* Handles cash and prepares daily sales report.

##### SKILLS:

* Internet browsing and Email
* Proficient in communication ( English and Filipino )

**EDUCATIONAL BACKGROUND**

**Secondary:**

Name of school: Bacoor National High School

School Address: Bacoor, Cavite

Year Attended: 1998-1999

**Elementary:**

Name of school: Bayanan Elementary School

School Address: Bacoor, Cavite

Year Attended: 1994 -1995

**PERSONAL DATA:**

Age : 34 yrs. Old

Date of birth : November 9, 1982

Sex : Female

Height : 5’2”

Civil status : Single

Citizenship : Filipino

Visa Status : Resident Visa

 I hereby certify that the above information are true and correct to the best of my knowledge and belief.