**ELAINE**

[**Elaine.359429@2freemail.com**](mailto:Elaine.359429@2freemail.com)

Position Applying for:

**CAREER OBJECTIVE:** To obtain a position that will enable me to use my skills, education and ability. Extremely motivated for career change goal and eager to contribute to Company’s mission and vision.

**WORKING EXPERIENCE**

* **Sales Attendant**

Gyma Food Industry, Bayara

Dubai Investment Park 2, Dubai, United Arab Emirates

March 11, 2015 – present

* Providing a quality service to customers
* Dealing tactfully with complaints
* Controlling and managing stocks
* Monthly inventory
* Organizing the supplies in the counter
* Participating in workplace safety training sessions
* **Supervisor**

Daily Drink Water Refilling Station

Meycauayan Bulacan, Philippines

May 2012 – December 2014

* Receiving calls and orders
* Calling some restaurants, establishments to offer our service
* Handling staffs in 2 branches (6 employees)
* Accounting everyday sales
* Preparing staffs salary
* Weekly Inventory
* **SALES EXECUTIVE**

SM Department Store

Marilao, Bulacan, Philippines

June 2010 – March 2012

**Job Description:**

* Organizing sales visits
* Demonstrating/presenting products
* Establishing new business
* Maintaining accurate records
* Attending trade exhibitions, conferences and meetings
* Reviewing sales performance

**EDUCATIONAL BACKGROUND:**

**INFORMATION TECHNOLOGY**

2006 – 2009

Informatics

Caloocan City, Manila, Philippines

**AREAS OF EXPERTISE;**

* Computer Literate
* MS Word
* MS Excel
* MS Power Point
* Skill in Filipino and English
* Driving (need to get license first)
* Drawing and decorating

**PERSONAL INFORMATION:**

Date of Birth: October 17, 1987

Age : 29 years old

Citizenship : Filipino

Status : Single

Religion : Catholic

Visa : Residence Visa (Contract will be finished on March 12, 2017)

References : To be furnished upon request