**GEMMA**

E-mail gemma.361309@2freemail.com

**Objective**

To obtain a position with a reputable company that has growth potential and will allow me to use my skill set and knowledge base that I have gained from my current employer.

**Professional Qualifications**

* Hard worker, quick learner, versatile and multi-skilled person.
* Able and willing to assist co-workers, supervisors, and clients in a cooperative manner.
* Collaborates easily and work well independently.
* Excellent verbal and written communication skills.
* Computer proficient with expertise on Office applications (Word, Excel, PowerPoint,) MS Internet Explorer.

**Working Experience**

**Store in Charge**

Early Learning Centre for Toys

Kamal Osman Jamjoom Trading LLC

Dubai, UAE

**Sales Assistant**

July 2012 – Present

Responsible for helping to run the store on a daily basis by providing a positive customer service experience and driving more sales

* Meeting and greeting customers as they enters the shop, demonstrating good product knowledge, answers queries about our products as well as handling customer complaints.
* Arranging orders and deliveries, merchandizing and stock replenishment, and assists in the periodic inventory-taking of the branch.
* Operating the till and accurately handles cash and card transactions.
* Receives incoming and makes outgoing telephone calls, conveying messages, item reservations and monitoring the flow of emails from the store website.
* Performing clerical and administrative duties to support the Sales Manager.

**Education**

* *Bachelor of Science in Nursing*, Emilio Aguinaldo College Manila, Philippines

**Skills and Training**

* **Dialysis Management Training Course**

EG Healthcare Inc.

Metropolitan Hospital, Manila Philippines

12 Dec 2011 - 11 Feb 2012

* **Intravenous Therapy Training**

San Juan de Dios Hospital, Manila Philippines

ANSAP Card No: 11017184