

***Arthelie***

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***Objectives:***

As an experienced customer service associate, I would like to put my earned skills to good use and provide assistance to the customers by solving their queries. While earning this experience, I have gone through different situations and earned skills to handle the arising problems and tricky conditions.

***Work Experience:***

***SALES promoter CMG GENERAL TRADING CO.LLC***

***dubai UAE***

JUNE - 2016\_ PRESENT

To welcome and great customers, direct and help them to choose a desired product. Making payments and various sale transactions. Playing serious role in teamwork. Good communication skills.

Organized promotional events and activities, merchandise products by guidelines, cashiering. Recommends potential products or services to management by collecting customer information and analyzing customer needs. Resolves product or service problems by clarifying the customer's complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, expediting correction or adjustment, following up to ensure resolution.

**Exhibitor Global Village**

*Dubai, UAE*

*Dec , 2015 – April , 2016*

* Greeting customer and answering their query in good manner.
* Assisting customer needs and introducing new products.
* Reporting the daily sale.

**Promodizer Sabilla Fashion Group**

*KCC Mall of Marbel, Philippines*

*June 23, 2013 – May 31, 2014*

* Conduct inventory as scheduled.
* Identify and segregate items for pull-out damage, dirty and slow moving.
* Safeguard merchandise from external and internal losses (e.g. theft, damage, etc.);
* Maintain orderliness and cleanliness at the selling and stockroom area.
* Prepare and submit accurate reports on time.
* Provides fast, efficient and courteous service at all times to customers.

**Service Crew Fit Mart Tacurong**

*Tacurong Sultan Kudurat, Philippines*

*2012 – 2013*

* Writes orders or check
* Preparing foods, assists customer with their orders
* Prepare and serve specialty dishes at tables as required
* Remove plates, spoon forks and glasses from the tables or counters, and take them to the kitchen for cleaning
* Cleaning restaurant facilities and taking inventory of products
* Perform other tasks as instructed by supervisor

**Cashier ACE Centerpoint**

*Marbel, Philippines*

*2011 – 2012*

* Accommodate customers in polite, cheerful manner while assisting through the ordering payment process
* Follow proper cash control to balance cash accurately with transactions
* Maintain good communication with managers and team member

**Sales Clerk KCC Mall of Marbel**

*Marbel, Philippines*

*2010 – 2011*

* Greeting customer and answering their query in good manner
* Assisting customer needs and introducing new products – if there is
* Ensuring that product is properly arrange and sizes is easy to find
* Reporting the daily sale

***Educational Background:***

**College B.S. Accountacy**

*Sultan Kudarat State University*

*Sultan Kudarat, Philippines*

*2008 – 2009*

**High School Tantangan Institute Inc.**

*Tantangan South Cotabato, Philippines*

*2004 – 2008*

***Personal Information:***

Date of Birth : January 7, 1992

Place of Birth : Dumadalig, Tantangan South Cotabato, Philippines

Gender : Female

Nationality : Filipino

Religion : Muslim

Marital Status : Single

Languages : English and Filipino

Visa Status : Resident visa

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| I hereby agree that all the above mentioned are true to the best of my knowledge. Certificates and references are available with English Translation upon request. |