**Marie**

**Marie.363272@2freemail.com**

**CAREEER OBJECTIVE:**

 To be able to apply the knowledge I have learned for the benefit of the company thus working in a challenging position that calls for utilization of my talents and offers opportunities for professional development.

**CAPABILITIES SKILLS:**

* Outstanding experience in Managing Cash resources, Sales and Customer Service
* Adept in analyzing and resolving problems utilizing superior communication skills to ensure optimum Results and follow up.
* Customer Service, Meeting Sales Goals, Closing Skills, Prospecting Skills, Negotiation, Self-Confidence, Product Knowledge, Presentation Skills, Client Relationships, Motivation for Sales.
* Strong knowledge of current computer environments; i.e., Windows or System 7.
* Profound knowledge of software programs such as Microsoft Word, Excel, Access, and PowerPoint.
* In-depth knowledge of the organization and maintenance of filing systems.
* Great knowledge of the techniques of receiving callers, making appointments and giving information.
* Have a flexible attitude towards work and can cope up deadlines.
* Well organize, hardworking, resourceful, and able to work well under pressure.
* Experienced at typing of letters, reports, etc. from photocopying, faxing, sorting and distributing post and taking minutes if required.

**WORKING EXPERIENCE:**

**Front Desk Executive**

(September 2014 - May 2016)

Nstyle International LLC

DUTIES & RESPONSIBILITIES

* Assists clients, with registration needs, payments for services and general information requests.
* Records and prepares daily, monthly and yearly sales report
* Answers client’s questions and provide information on procedures or policies.
* Making sure that client are happy with the service we provide.
* Focuses sales efforts by studying each Product.
* Know the product and pricing scheme of the company.
* Encoding Files of the Client and the Employees.
* Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
* Supervising Stock merchandiser on shelves, check in new inventory and build effective merchandise displays.
* Responsible for incoming and outgoing call for the clients

**Cash Controller cum Sales Executive**

(November 2010 – August 2014)

BRANDS General Trading LLC

(RETAIL & WHOLESALE)

DUTIES & RESPONSIBILITIES

* Maintains daily cash sales thru its manual invoices and POS sales.
* Releases commissions to sales executives
* Accepts deposits from customers
* Replenishes expenses from petty cash imprested fund
* Process merchandise returns and exchange
* Development reputation for prompt, efficient service with high level of accuracy
* Resolved customer complaints
* Maintained thorough knowledge of store merchandise to provide helpful pieces of advice to customer.
* Records and prepares daily, monthly and yearly sales report
* Directly reports to the Showroom manager regarding areas of responsibilities.
* Know the product and pricing scheme of the company
* Process all sale transactions by receiving payment by cash, credit card, automatic debit.
* Check validity of credit cards and checks before entering in the POS system.
* Reporting daily sale to the Showroom In-Charge.
* Compute and record total transaction.
* Answers customer’s questions and provide information on procedures or policies.
* Compiled and maintained non-monetary reports and records.
* Deal tactfully and pleasantly with customers.

**Admin Assistant cum Receptionist**

( September 2010 – November 2010 )

Platinum FZ LLC

DUTIES & RESPONSIBITIES:

* Promptly prepare contracts, offer letters and response letters for various situations relating to HR and Administration Department such as Salary Slips, Salary Certificate, Salary Transfer Letters, employees’ business card templates, etc
* Encoding Files of the Client and the Employees.
* Perform related duties and responsibilities assigned by the Chairman.
* Responsible for incoming and outgoing call for the clients.
* Supervising the filing system Responsible for incoming and outgoing mails and shipments by courier

**Administrative Officer cum Sales Clerk**

(April 2009 – June 2010)

Golden ABC Penshoppe

Ever Grand Central- Philippines.

DUTIES & RESPONSIBITIES:

* Supervising Stock merchandiser on shelves, check in new inventory and build effective merchandise displays.
* Perform related duties and responsibilities assigned by the HR.
* Supervising the filing system Responsible for incoming and outgoing mails and shipments by courier
* Responsible in maintaining and recording reimbursement slips (employee expenses & petty cash)
* Maintain cleanliness and order in the reception area, remained friendly and cheerful in welcoming guests and customers.
* Maintain updated attendance records of employees
* Responsible for incoming and outgoing call for the clients

**Cashier**

(October, 2008- February, 2009)

Parco Supermarket- Philippines

DUTIES AND RESPONSIBILITIES:

* Receive and disburse money and establishment other than financial institution.
* Usually involves use of electronic scanner, cash registers, or related equipment.
* Often involves in processing credit or debit card transactions and validating checks.

**Service Crew**

(September, 2006- May, 2008)

Mcdonald's Restaurant Malabon Branch – Philippines

DUTIES & RESPONSIBILITIES

* Preparing desserts and serving customer.
* Assisting in upkeep and cleanliness duties for a comfortable environment.
* Cashiering and general administrative duties.

**EDUCATIONAL ATTAINMENT:**

**STI College**

(2005-2009)

*Business Management*

**ADDITIONAL SKILLS:**

* Outgoing, confident and enjoy dealing with people.
* Courteous but firm when dealing with difficult, impatient or distressed people.
* Able to stay calm under pressure and/or at busy times.
* Respect for confidentiality and discretion

**PERSONAL INFORMATION:**

**Birthday:** December 25, 1987

**Birthplace:** Malabon City

**Height:** 5'1”

**Weight:** 110 lbs

**Civil Status:** Married

**Visa Status:** Residence under Husband’s Visa