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**ANABEL**

[**Anabel.365120@2freemail.com**](mailto:Anabel.365120@2freemail.com)



Seeking employment that allows me to grow professionally, while being able to utilize my skills for the betterment of the organization with the best use of my dedication, determination and resourcefulness.



* Enjoy working with people of diverse backgrounds, cultures and professional level
* Filling, Document controlling and inventory
* Computer Literate (MS Word, Excel and Power Point
* Highly motivated
* Good communication & interpersonal skills
* Accuracy & attention to detail
* Can work with minimal supervision
* Responsible person and good team player
* Effective learning abilities –Quick learner



**COMPANY: AISHAS CHARMS (Jewelry)**

**POSITION: Sales Executive**

**YEAR EMPLOYED: 2015-2017**

**RESPONSIBILITIES:**

* Greet the customer
* Identify the client’s needs
* Explain the product and its quality
* Selling interest
* Taking the confirmation from the customer
* Explain warranty
* Confirmation of Customer satisfaction
* Offer the price and closure of the deal

**COMPANY: AL KABAYL DISCOUNT CENTRE**

**POSITION: Cashier/Sales**

**YEAR EMPLOYED: 2013-2015**

**RESPONSIBILITIES AS A CASHIER:**

* Accepting customer payments and bagging merchandise.
* Handling customer return and exchanges.
* Handling cash, checks and credit cards made for purchase.
* Counting money and make sure there is enough money in the register.

**RESPONSIBILITIES AS A SALES:**

* Must perform quality services such as having a welcome smile.
* Greet the customer.
* Professional in helping and answering customer questions.
* Offer advice and suggestion on products held in the shop.
* Keep records and restock inventory as needed.
* Promoting and selling a product or service.
* Keep the area clean and tidy.
* Rotate and exchange the stock display frequently to ensure the retail area always have (fresh) look.

**COMPANY: SPINNEY’S DUBAI LLC**

**POSITION: Production Assistant**

**YEAR EMPLOYED: 2010-2012**

**RESPONSIBILITIES :**

* Production processing
* Preparation of tract sheet
* Machine operator

**SEMINAR/TRAINING ATTENDED**

* Food and Hygiene Basic
* Health & Safety Environment (H.S.E)

**COMPANY: ROBINSON MALL**

**POSITION: Sales Lady**

**YEAR EMPLOYED: 2007-2009**

**COMPANY: SM BICUTAN**

**POSITION: Sales Lady**

**YEAR EMPLOYED: 2004-2007**



**Vocational: Computer Secretary**

**STI Batangas**

**Batangas, Philippines**



**Date of Birth : October 07, 1985**

**Place of Birth : Tingloy, Batangas**

**Gender : Female**

**Civil Status : Single**

**Citizenship : Filipino**

**Religion : Roman Catholic**

**LANGUAGE : English and Arabic**

**VISA STATUS : Finished Contract**