FEEDILYN

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**OBJECTIVES**

To be a part of a competitive organization to which I can contribute my knowledge and skills as well as to gain experience for the advancement and development of my potential and ability. Learn to develop and improve my personal and professional being for the company growth.

**TRAININGS**

* **On Job Training – Municipality of Kiblawan**

Kiblawan, Davao Del Sur March 2012 to May 2012

**QUALIFICATION**

* **COMPUTER HARDWARE SERVICING**

Philippine International Technological School- Philippines Mach 2012

**SKILLS**

* **Communication Skills**
  1. Strong Interpersonal Relationship
* **Computer Skills**
  1. Proficient in Microsoft Office (Word, Excel, PowerPoint)
  2. Operate a Personal Computer
  3. Participate in Workplace Communication
* **Other Skills**
  1. Great customer service.

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**EMPLOYMENT HISTORY**

**Sales Executive – Life Optics LLC**

Al Garhoud, Dubai UAE

January 2014 to January 2016

Job Description

* Maintain cleanliness and undusted each item before displaying.
* Report the sales from previous days and deposited in the bank.
* Cashiering and invoicing.
* Greet the customer warmly and answering the phone calls.
* Inventory daily and monthly to prevent lost and always being vigilant.
* Explained the customers regarding the frame, style and design appropriate to their taste.

**Sales Assistant – Lucky Circle Corporation**

Davao City

April 2012 to August 2013

Job Description

* Greet customer warmly and help to choose undoubted customer.
* Customer service highly priority to make them feel special.
* Cashiering and invoicing.
* Prepare manager’s check to deposit the sales.
* Inventory daily and monthly to prevent lost and always being vigilant.
* Great teamwork.

**References:** Available upon request.



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