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| **LIEZEL**  [**LIEZEL.366644@2freemail.com**](mailto:LIEZEL.366644@2freemail.com) | | **C:\DOCUMENTS\liezel\DSC_0012cv.jpg** |
| **EDUCATION:**  **TERTIARY:**  ABADA COLLEGE  **COURSES:**  **ASSOCIATE IN COMPUTER TECHNOLOGY(ACT)** (2005 – 2007)  BACHELOR OF SCIENCE IN NURSING(BSN)  UNDER GRADUATE (2003-2004)  **SECONDARY:**  EASTERN MINDORO INSTITUTE OF TECHNOLOGY AND SCIENCES (1998- 2002)  **PRIMARY:**  ROSARIO ELEMENTARY SCHOOL 1993 – 1998    **AREAS OF EXPERTISE**   * Cash and stock management * Operating a cash register * Visual merchandising * Checking deliveries * Supervising * Customer interaction * Giving product advise * Health and safety procedures * Operating tills   **PERSONAL SKILLS**   * Attention to detail * Accurate keyboard skills * Honesty and integrity * Professional appearance * Strong numerical skills * MS Office Applications such as MS Word, MS Excel and MS PowerPoint   **Seminars and Trainings Attended:**  Philippine youth Congress in Information Technology 2006 @ the UP Theater and UP Bahay ng Alumni, University of the Philippines, Diliman Quezon City  ( September 13-14, 2006)  ISO 9000:2000 Awareness Course  May 18, 2007  Pre-Employment Orientation  January 5-9, 2008  **LANGUAGE KNOWN:**  ENGLISH & FILIPINO  **REFERENCES:**  **Upon request** | **PERSONAL SUMMARY**  A well presented, confident and responsible person who has a warm way with people and is more than able to meet expectation in terms of efficiency, accuracy, timeliness and professionalism of response. Well organized and proactive in providing timely, efficient, and accurate administrative support to office managers and work colleagues. She is able to unlock volume, availability, space and promotional opportunities through building effective and collaborative business relationships with customers. An exceptional person who can explore new territories and push existing limits by following up new leads or referrals fully. Presently looking to join a company where success is rewarded and internal succession is given priority.  **WORK EXPERIENCE in ABU DHABI, UAE**  ***Sales Representative***  Fruits & Passion  Abu Dhabi & Al Whada Mall – Abu dhabi, UAE  August 2013 – May 2015  Responsible for delivering a friendly service, smiling, greeting and making eye contact with every customer that comes to the store. Playing an active role in providing a positive customer experience and driving sales. Working closely with the sales management team and staff to initiate marketing strategies that support the sales objectives of the company. Always representing the company professionally, ethnically and morally at all times.  **DUTIES:**   * Supporting the store team and manager to increase revenue streams and profit targets. * Providing a friendly and helpful service to customers. * Maintaining high standards of presentation and cleanliness across the store. * Demonstrating good product knowledge to customers on key promotions and offers. * Providing cover in other areas during periods of holidays and sickness. * Approaching customers that may require assistance if you are on the shop floor. * Carrying out stock replenishment. * Ensuring all areas of the store remain tidy at all times.   **KEY SKILLS AND COMPETENCIES**   * Can easily settle in to any role and take over the management of an existing client base. * Able to keep up high rate cold calling potential customers. * Confident and able to take the initiative. * Getting feedback from customers. * Tactfully handling any complaints. * Able to build relationships with customers. * Building and maintaining positive working relationships with key decision makers. * Able to work as part of a team.   **WORK EXPERIENCE in PHILIPPINES**  ***Production Staff***  WUKONG (S) Pte., Ltd. – Rosario, Cavite, Philippines  January 11, 2008 – May 25, 2012  **JOB DESCRIPTION:**   * Quality assurance * Management system coordinator * Distributing memos * Scheduled the materials needed by the company * Making revisions of working instructions and job descriptions * Data encoder * Manpower scheduler * Meeting Minutes Taker * Updating, processing and filing of all documents.   ***Team Member***  SCAD SERVICES(S) Pte., Ltd. – Rosario, Cavite, Philippines  June 6, 2007 – November 5, 2007    **JOB DESCRIPTION:**   * Scanning the barcode of the product * Quality controller   ***Counter Personnel / Cashier***  JOLLIBEE CORPORATION – Sta. Maria, Bulacan, Philippines  July 14, 2004 – October 10, 2004  **JOB DESCRIPTION:**   * Give a good quality service * Greet and deal with the customers pleasantly   *I certify and verify that the above information in this document is correct and complete in every aspect.* | |