# **f.jpgRowena**

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# **Position title: sales supervisor – customer service**

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**Objective**

To search for a position that would appropriately compliment my skills and ability and at the same time provide an opportunity for personal growth and development in my chosen endeavour.

**PERSONAL BIODATA**

* **Date of Birth : 15/01/1979**
* **Nationality: Filipino**
* **Religion: Muslim**
* **Gender: Female**
* **Language Proficiency English(very good) Arabic(good)**

**Qualification**

Holder of Certificate of BACHELOR OF SCIENCE

Good knowledge with computer skills

**Professional Experience**

**CUSTOMER SERVICE :2010-TILL NOW**

* Al Jaber Coin Company (Al Corniche Hospital –Danat Al Emarat – SKMC Hospital -Al Rahba Hospital- Health Point Hospital)

**Duties & Responsibilities**

* Answer all incoming calls to appropriate personal and the respective department
* Handle and entertain the visitors in a nice and polite way
* Assisting the visitors or clients that has appointment to personal or to the manager
* Responsible in creating the time sheet staff
* Maintain office files and dispense of control and stationeries

**Sales assistant supervisor : 2007 – 2010:**

* Splash shop – Al Ain

**Duties & Responsibilities:**

* Resolves order and inventory problems by investigating data and history , identifying alternate means for filling orders , notifying managers in customers

**Assistant supervisor : 2003 – 2007**

* Forever 21 ladies outfit – Philippine

**Duties & Responsibilities**

* Assisting and advising customer in all aspects of beauty and fragrance
* Provides products and pricing information by clarifying customer request selecting appropriate information , forwarding information and answering questions

**Sales assistant : 1993-2003**

Branded perfumes – duty free Philippine airport

**Duties & Responsibilities**

* Providing exceptional customer service
* Achieving sales targets
* Maintaining and replenishing stock
* General upkeep of the cleanliness and presentation of the store

**Other Skills**

* Cooperating – hilarity – hard working
* Working in order to achieve goals
* Working under pressure
* Working in a team work
* Working with different nationalities

**Declaration** I hereby declare that all the above furnished information’s are correct and true to the best of my knowledge.