** ROSEMARIE ** **ROSEMARIE.369443@2freemail.com**

**Objectives:**

To be a part of a growing company where I can utilize my skills and be able to share my knowledge that will be beneficial for my career development as well as with the company too.

**Work Experience:**

**SALES EXECUTIVE/CASHIER**, Home Outfitters - Valore General Trading LLC

Al Barsha 2, Dubai, UAE

December 2014 – January 2017

* Performed multi-roles from administrative to clerical including bank transactions.
* Entering sales orders, daily sales, expenses into the system, receiving customer payments, arranging deliveries.
* Providing customer assistance involving selling. Creating sales tags, calculating prices according with different offers and discounts
* Creating local purchase orders, quotations and keeping clients up to date.
* Organized sales-floor to maintain clean and well-stocked showroom.
* Demonstrating the ability to interact as a team member by communicating effectively with co-workers for customer satisfaction.
* Solving minor problems regarding customer complaint

**SALES ASSOCIATE/CASHIER**, Watsons Personal Care & Beauty SM Department Store Philippines, June 2013 – August 2014

**RECEPTIONIST/CASHIER,** Delta Power General Trading & Contracting Est.

Al-Aziziya Complex Mangaf, Kuwait 2008-2013

**WAITRESS/CASHIER**, Famous Islamic Restaurant

Northbridge Rd. Singapore. 2000-2001

**SERVICE CREW**, Jollibee Foods Corporation

Novaliches, Philippines. 1997-1998

# Special Skills:

* Experience and knowledgeable in customer service, cashiering, auditing and secretarial works.
* Computer literate. Knowledgeable in CRM.(Customer Relationship Management)
* Excellent in communication and Interpersonal skills. Teamwork oriented.
* Ability to resolve customer's problems and build a trustful long-term relationship with them.

**Educational Background:**

Technological Institute of the Philippines

**Bachelor of Science in Chemical Engineering** Tertiary Level (undergraduate)