**LOUEI**

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| OBJECTIVE: |

I am a loyal and creative individual with 10 years of experience in sales looking to:

* Obtain a position in a company where my skills - earned from considerable experience in past organization - can be utilized.
* Offer substantial contribution to achieving the company’s goals and further my professional growth in the process.

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| **SKILLS:** |  |  |  |  | **PERSONALITY:** |  |  |

Microsoft Office:

* Word-Excel-Outlook-PowerPoint Team Player Organized

Graphic Design:

* Photoshop-Illustrator-InDesign Efficient Loyal

Driving:

* UAE Driving License (Manual) Creative Proactive

Sales and Negotiations:

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| **WORK EXPERIENCE:** |

**BHATIA TRADERS CO LLC**

Retail Supervisor/Cashier/Salesman (Duty Free Shop)

Nov 2007 to Jan 2018

**JOB DESCRIPTION:**

* Assist customers and ascertain their wants and/or needs.
* Attend to customers’ concerns and provide solution/recommendation to complaints.
* Receive and process payments as per standard procedures.
* Maintain records of sales and inventories.
* Explain and demonstrate operation/use of products and their features.
* Merchandise latest items and bring customers up to date with the current trends in the market.
* Develop and implement marketing strategies and tactics to aid in promotions.
* Handle filing and documentation of various paper-based as well as electronic records and reports.
* Ensuring proper display and visibility during promotional period.
* Process Fujairah Port gate pass.

**LOCAL GOVERNMENT UNIT**

Administrative Aid (Vet Department)

Mar 2005 to Sep 2007

**JOB DESCRIPTION:**

* Assist Vet/Officers in vaccinating animals.
* Register animals and names of owners.
* Prepare tools, medicine and vaccine.
* Check and keep track of stock and expiration date of all medicine, vaccine and vitamins.
* Input and maintain records of all registered animal, vaccinated and treated.
* Conduct seminars in educational institutes to raise awareness on proper care of pets, effects and precautions against rabies virus.

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| **ACHIEVEMENTS:** |

* Topped the Inter-Branch Sales Contest surpassing target salessignificantly.
* Created different marketing tools that were adopted across otherbranches.
* Nominated as Shop In charge on numerous occasions.
* Ranked 1st in Graphic Design Course instituted by the FilipinoAssociation in Computer Excellence.

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| **EDUCATION:** |

**B.S. NURSING High School**

Dee HwaLiong College Foundation Potrero National High School

Magalang, Pampanga, Philippines Bulaon, SnFdo, Pampanga, Philippines

S.Y. 2002-2004 S.Y. 1999-2000

Undergraduate (2yrs) Graduate

I hereby certify that all the information written here are true and correct.