**Anna Marie**

**E-mail address:** **annamarie.380005@2freemail.com**

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**Objective:**

To secure a position in the organization that offers challenges and opportunity for my career development and at the same time serve the organization at the best of my capabilities. I would like to gain new skills while utilizing my current area of expertise of procurement and employee satisfaction services with a positive team environment.

**Personal Information**

Gender: Female

Citizenship: Filipino

Civil Status: Married

**Educational Background:**

Primary: Caybiga Elementary School SY 1990 – 1996

Secondary:Caybiga National High School SY 1996 – 2000

College: Polytechnic University of the Phils.

Bachelor of Science in Mass Communication SY 2000 - 2004

**Working Experiences:**

**Retail Coordinator (November 27, 2017 – Present)**

**Homes R Us**

**Head Office Techno Park Jebel Ali**

**Dubai UAE**

**Job Description:**

* Maintaining schedules
* Filling documents
* Solving customer issues
* Ordering merchandise
* Processing orders
* Managing promotional activities
* Handle travel arrangements and expense reports for staff
* Schedule meetings and conference rooms.
* Reporting to retail managers

**SeniorSale Representative (November 18, 2013 to November 27, 2017)**

**Homes R Us IBN Battuta Mall**

**Tel. No. 04 446 9820**

**Job Description:**

* Attracts potential customers by assisting and answering product and service question, suggesting information about other products and services provided.
* Explain different customizable features.
* Sell specific products and services to the consumers.
* Check inventory to ensure product in stock.
* Represents and promote the organization with products and services at in home product representations, showrooms etc.

**Head Promo / OIC (From June 4, 2004 - September 2013)**

**Trinoma Shopping Mall**

**Tel. No. 7496505**

**Job Description:**

* Greet and welcome the customer
* Giving information about the products by means of equality
* Suggestive selling
* Proper display and product arrangement
* Monitoring daily and monthly inventory
* Persuades customers to use all sales promotion display items of wholesale commodity distributor.
* Take sales order from the customer.
* Providing all suggestive information, enhancing the consumers to patronize our goods continuously.

**Achievements and Awards:**

* **Employee of the Month** (Homes R Us) – for an outstanding performance, team work, dedication and excellent service displayed during the month of May, 2014.
* **Employee of the Month** (Homes R Us) – for an outstanding performance, team work, dedication and excellent service displayed during the month of September, 2014.
* **Employee of the Month** (Homes R Us) – for an outstanding performance, team work, dedication and excellent service displayed during the month of March, 2016.
* **Employee of the Month** (Homes R Us) – for an outstanding performance, team work, dedication and excellent service displayed during the month of May, 2016.

**Seminars and Training Attended:**

* Basic of Customer Service Training
* Selling Skills Training
* Communication and Selling Skills

 I hereby acknowledge that every written statement in this resume is based upon my foreknowledge and no one influences me in any form to make every statement as true accounts of my personal information.

Hereby I affixed my signature thereon.

Anna Marie