

**Ruby**

E-mail address: [ruby.392340@2freemail.com](mailto:ruby.392340@2freemail.com)

**Objectives**

Looking forward to enjoy working with your company with dedication, commitment and integrity.

**Experience**



**RELATIONSHIP OFFICERFebruary 17, 2015 – March 9, 2019**

Sharjah, UAE

Selling a range of products and services to both new and existing clients. Maintaining and developing good relationship with customers through personal meetings, calling etc. Meet with applicants to obtain information for the applications and to answer questions about the process. Analyzing applicants financial status and evaluation to determine feasibility of granting loans. Review files and compliance of all the documents required in submitting applications to credit analysts for verification and recommendation. Lead generation and telesales.

**SALES ASSISTANTOctober 1, 2011 – December 26, 2014**

Dubai, UAE

A team player and aim to help improve the sales. Supervise the whole counter in maintaining clean and hygienic working environment. Product knowledge, proper merchandising. Ensure that customers receive an efficient, friendly, consistent & personalized service with a smile. Manage customer complaints, feedbacks & suggestions.

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| **SELLING ASSISTANT SUPERVISOR** | | **October 1, 2002 – September 26, 2011** |
|  | |  |
| North Reclamation Area, | |  |
| Cebu City, Philippines |  |  |

Promoted: From (2002) as a Selling Clerk To (2005) as a Assistant Selling Supervisor. Part of New Store Set-up. Supervise the whole selling area & warehouse. Discover how to monitor key performance indicators (KPI’s), replenishment & forecasting is given attention, analyze operations to spot for the problems & understand the methodologies using SAP. Prepare monthly reports, stock taking inventory and proper scheduling of staff. Ensure the implementation of high score standard and guidelines in terms of cleanliness, orderliness, and procedures to follow to provide excellent customer service. Decision making in terms of determining the welfare of the store, customer and personnel. Handling coordination’s of store level concern and promotion to affiliates and clients.Strong leadership, monitor proper merchandising, implementations of promotions or any directive concerns from the management. Perform also as a receiver check generated PO’s versus supplier’s invoice expiry dates, quantity and quality of good received are checked. Strictly initiate schedule of deliveries to supplier and warehouses. Ensure that returned items are given to designated suppliers. Proper storage of received items. As a front-end representativemust know how to identify the different tenders. For non-monetary, reports and records are kept for documentation. Handles complex customer service.

**PRODUCTION ASSOCIATE March 6, 2000 to September 28, 2002**

Subangdaku, Mandaue City

Cebu, Philippines

Formatter **-** Format the documents provided with the SPECS specified by the clients.

Pre-selector **-** Capture relevant images according to the given format and book classification.

Scan-editor **-** Scan & edit turn pages provided by the Pre-selector.

**SELLING CLERK** **May 5, 1999 to October 5, 1999**

North Reclamation Area,

Cebu City, Philippines

Responsible for the refilling of stocks and arrangement of stocks both in the selling & warehouse, know how to categorize goods accordingly and to delegate work properly. Handling merchandisers and sales clerk in their respective area of assignment, proper merchandising.

**Education**



**Bachelor of Science in Commerce Major in Management** **1997 - 2001**

University of Cebu

**Caregiver** **May 2006**

Fil-Canadian Training and Development Center for Caregiver

**Skills**



Knowledgeable in:

ERP SAP, ORACLE CRM, Know how to use PDT (Portable Data Terminal/RF), Computer skills (MS Word, MS Excel, MS power Point, MS Paint, MS Outlook).

**Personal Details**



Nationality : Filipino

Gender : Female

Civil Status : Single

Date of Birth : September 30, 1981

Religion : Born Again Christian

Visa Status : Visit Visa (September 2019 Expiry)

Languages : English and Tagalog

I hereby certify that the above information is true and correct to my best knowledge and belief.

Ruby

Applicant