**Click here to Buy Cv Contact:**

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**LIONARY**

Dubai, U.A.E

Whatsapp No: +971 504 75 36 86

Email: lionary-399000@2freemail.com

 **CAREER OBJECTIVES**

To utilize and develop acquired skills from education as well as experiences to achieve excellence in job performance.

**KEY SKILLS**

* With Knowledge in Basic Computer
* Good in Oral and Written Communication
* Good in Mathematical Skills
* Good Managing People
* Customer Service
* Excellent problem –solving skills
* Strong ability to grow and learn
* An energetic and cheerful personality
* Customer Service and closing skills
* Product Knowledge
* Client Relationship
* Presentation Skills

**WORKING EXPERIENCE**

Hotel in UAE **June 04, 2017 to until present**

Lady Guard

CUSTOMER SERVICE

* Greetings Customer who enter the Shop
* Observed the Customer and Check the CCTV
* Assist the Customer
* Check the Area if is Ok or Not
* Assisting shoppers to find goods and products they are looking for
* Answering queries from customers
* Giving advice and guidance on product selection on customer

The Securer Protecting Your World                       **January 14, 2015 to January 14, 2017**

DUBAI, UAE

Mall of Emirates – Louis Vuitton

Dubai Mall- Bvlgari

**DUTIES & RESPONSIBILITIES**

* Document management including photocopying and filing paperwork appropriately.
* Attending to all the walk-in customers and assisting them with their purchases; handling incoming telephone calls

**Novo Roxas, Isabela**                             **May, 01 2014- November. 30, 2014**

**ADMIN/ SALES CLERK**

**DUTIES & RESPONSIBILITIES**

* Give them the benefits that are only offered by us.
* Help customers to overcome their needs.
* Responsible for arranging and replenishing stocks in the sales area.
* Handling stock supplies and inventories.
* Responsible for optical documents such as Trade License
* Responsible for customer service.
* Handling cash register and after sales service.
* Assisting Contact Lens Fitting.

**Mallig Plains Rural Bank (Isabela), Inc. Aglipay Branch**

**On the Job Training**

* Loan’s Bookkeeping
* Computer Accounting and Bookkeeping
* Assisted Bank Customers with the Loan process
* Generate, maintain with completeness and accuracy of customer, vendors and project codes in the system. And keep a hardcopy file of system document ranges, codes with details

**EDUCATIONAL BACKGROUND**

College – Bacherlor of Science in Business Administration

Mallig Plains Colleges2013-2014

**PERSONAL DETAILS**

Date of birth           : February 15, 1993

Nationality             : Filipino

Status                     : Single

Visa                         : Employment Visa

Languages              : English, Tagalog