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**Position: Sales lady**

**Career objectives:**

● To be part of a reputable service oriented and dynamic institution that will

provide well rounded for growth, opportunity and professional advancement.

● To get involved with a company that can offer mobility to those employees that

prove their value by hard work and diligent effort.

● Seeking a challenging and growth oriented position in an organization, where I

would be able my implement my acquired skills in an effective positive manner,

to meet a new challenge and gain further knowledge in any related field.

**Qualification:**

● Excellent in communications and interpersonal skills.

● Ability to think and make a quick decision.

● Calm and rational approach in hectic situations.

● Result oriented, young, dynamic and strong personality.

● Highly customer and a value team work.

● Computer literate.

**Working Experience:**

**Cashier / Waitress**

**Noon O Kabab, Iranian Restaurant Dubai, UAE**

**IBN Batutta Mall**

**April 2007-2008**

**Responsibity:**

● Greet and welcome the customers.

● Performs table arrangement and dining preparation.

● Take orders and forward to the kitchen to make a preparation.

● Serve to the customers and attend to their other needs

● Keep the restaurant clean and make it organize in all the time.

**Cashier /SalesLady**

**Watsons Olongapo City, Philippines**

**September 2008-2009**

**Responsibilities:**

● Operates cash and registers .

● Receive cash and charge payments.

● Make a deal and assist the customers.

● Handles the customers queries.

● Maintain the high quality services in all customers.

**Receptionist cum Secretary**

**Alpha Hotel, Batangas City, Philippines**

**March 2005**

**Responsibilities:**

● Entertains and assist all quest inquiries and concerns with courtesy.

● Receive and send packages via courier.

● Handle incoming and outgoing calls of the different department in

Management Office and transfer incoming calls to concerned employees.

● Handling travel, and hotel booking information.

● Responsible for organizing the transport of luggage, storage and carrying

out guest orders and orderly invoicing services.

● Ensure completion of paper works such as recording filing.

**Education Attainment:**

**Lyceum of Batangas**

**Bachelor of Science in Nursing ( Undergraduate )**

**June 2005-2006**

**Personal Information:**

**Date of Birth : September 10, 1987**

**Nationality : Filipino**

**Age : 22**

**Civil Status : Single**

**Height : 5’2**

**Language spoken : English, Tagalog**