**Melody**

**Address:** Electra Abu Dhabi

**E-Mail** 244162@gulfjobseekers.com

**Objective:**

**\***Enthusiastic Sales Professional with proven experience

in Reception,Sales and Fashion. Motivated and results-focused with high performing and hard working nature. Seeking position with successful team-oriented organization and room for advancement.To have a contributory role for the overall success of the company by fully utilizing my skills and experience and to share the knowledge that I have learn and gain more valuable learning that can help me in the future.

 **Work experience:**

 **Elite Houte Couture**

 Hamad bin Abdullah Rd.

 **Position**: (junior) Fashion Designer

 June2013-July2015

 **Spret Traiding, LLC**

Fujairah City Center

 **Position**: Sales Assistant

 February2011-April2013

 **Faseel White Village**

 Fujairah Uae

 **Position:** Receptionist

 November2009-2010

 **Gown and Couture**

 Batangas City, Philippines

 **Position**: Receptionist/Sales Representative

 February2007-2009

 **Pre-Sale and Delivery Coordinator**

Coca-Cola Femsa Philippines Inc.

 **Position:** sales/marketing

November2005-January2007

 **Qualification Skills:**

 **\***Can work with minimum supervision and willing to work over time

 **\***Costumer Oriente

 **\***Excellent Sales Ability

 **\***Operate Cash Register/Process Payments

 **\***Strong Communication Skills

 **\***IdentifyAnd Solve Costumer Needs

 **\***With basic information Technology using Computer and Managing Files,

 word Processing Spreadsheet, Presentation and Information and Communication.

 **Training/Seminars:**

Shakey’s Batangas / P. Burgos St. Batangas City

 January 12,2004Participation in Store Tour and Pizza Preparation Course

 The Westin Philippine Plaza CCP Complex, Roxas Boulevard Pasay City

 1300, Manila

 April 10,2003 General Program in Hotel and Restaurant Management

 Mc Donalds Batangas P. Burgos St. Batangas City

 August14, 2003 Participation in Food Preparation Tour and Seminar

 Supreme Hotel Baguio City

 September 25,2002 General Program in Hotel and Restaurant Management

 **Educational Attainment:**

 **-Bachelor of Science in Hotel and Restaurant Management**

 University Of Batangas Philippines, 2004

 **-Batangas National High School**

Batangas City,

 -**Kumintang Elementary School**

Alangilan Batangas City,

**Personal Information:**

Age: 31

Birth Date: August 28, 1983

Place of Birth: Batangas City

Religion: Roman Catholic

Nationality: Filipino

Civil Status**:** Single

Language: Tagalog and English (basic Arabic)

Height**:** 5’1

**Character References:**

**\***To be provided upon request…

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

*Dear Sir/Madam,*

*Please accept the enclosed resume as my application to your company as Sales Assistant. Wich you advertised a week ago in Jobfinder.ae.*

*I am applying because I believe I meet all the essential criteria for the role, and strongly feel that I can make an effective and useful contribution to your companies as a Sales Assistant.*

*I have learned a great deal in my employment and education to date, including Product Launches, Fashion, Up Selling, Client Management and running Sales/Marketing.*

*All of which I am eager to put to use on behalf of you and to your Company.*

*As you can see from my CV I have experienced in Sales/and fashion.*

*I am a person with a strong desire to succeed and lead others to succeed. My ability to negotiate with clients, work as a team player and meet deadlines, along with my natural enthusiasm and optimism have all contributed to my success in the sales industry.*

*Yours sincerely,*