

**Anndrhea**

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**OBJECTIVE**

To seek a responsible career and position where I can utilize my education, skills and experience in customer service while making a significant contribution to the success of my employer.

**Personal attributes & other skills**

* Computer literate (Microsoft Office and Internet browsing).
* Effective oral and written communication.
* Have passion for delivering professional & friendly service.
* Flexible, versatile and a quick learner individual.
* Have a dynamic and charismatic personality and character.
* Positive working attitude to meet schedule demands.

**Sales Executive**

January 2015 – August 2016

**Etisalat, Dubai, UAE**

**Job Profile:**

* Promoting and selling existing and new products to the patrons.
* Constant checked on customers to ensure that they are enjoying the benefits of the packages.
* Handling customer complaints.
* Handling daily cash and credit card payments.
* Assisting customers to find the right packages that suits their needs.
* Performing customer surveys to ensure service satisfaction.
* Handling other customer services related task

**Sales Supervisor**

August 2013 – December 2014

**Mom’s Bread Factory**

Shopwise Supermarket LLC, Dubai UAE

**Job Profile:**

* Promoting, selling and serving bakery products to the customers.
* Maintain the shop premises always clean and neat.
* Display, replenish and refill fresh stocks in the counter.
* Ensure correct labelling and barcodes at all times.
* Responsible for the daily and weekly sales inventory.
* Monitoring and ordering ingredients and other bakery items.
* Assisting bakers in baking and cooking as needed.
* Implementing the FIFO CODE “First In, First Out”.
* Ensure total customer satisfaction at all times.

**Promo Merchandiser**

March 2012 - August2012

**AMB Promotions**

Guadalupe, Philippines

**Job Profile:**

* Promote all the products of the company.
* Present, explains and demonstrate the quality and benefits of the product.
* Maintains customer relationship by understanding and attending to their needs.
* Doing the weekly and monthly inventory.
* Gathering information on customer’s reactions to products.
* Monitoring products expiry date.

**Service Crew**

Aug. 2011– February 2012

**Jollibee food Inc.**

Pasay city, Philippines

**Job Profile:**

* Present menus, take order, suggest and recommend appropriately to customers.
* Attending to guest request and needs promptly and professionally.
* Perform general housekeeping and cleaning duties in able to maintain overall cleanliness.
* Promoting and upselling new products.
* Handles bill payments and cashiering.
* Performs other task and customer service duties as needed.

**EDUCATIONAL BACKGROUND**

**SECONDARY : Philippine Women’s University**

2005 - 2010

Graduate

**PRIMARY : Pasay City Academy Elementary School**

I hereby certify that the information mentioned above

Is correct to the best of my knowledge and belief