

# ABELEDA, JO-ANN

## Profile

EXPERIENCED PROMODISER, WAITRESS, FIELD INTERVIEWER with 3 years in working as a domestic helper, and very hard working. Previous experience working in the service Industry for 6 years. Skilled in working underpressure and adapting to a new situations and challenges to best enhance the organizationsl brand Also a reliable hardworking and passionate professional with various Customer service experiences in different line of services.

## Work Experience

### ODSI Logistics

SALES AGENT

2016 - 2017 | Attract target customers and clients to the organization. Achieve sales targets, meet or exceed monthly and quarterly sales targets to earn high rates of commission, achieve qota sales, selling products, and representing the brand front line in customer service, lead generation, negotiation, product knowledge, marketing strategy, active listening , problem solving, time management, cold calling, handle customer well.

### SWEET N' VERSES Cafe

SERVICE CREW

2017 - 2019 | Presenting Menu to customers, takes orders and answers qustions on meal times. Makes recommendstions and serves food/beverages to customers, prepares bills that itemizes total meal cost and sales taxes. perform cashiering duties

- Cleaning experience, instructiin, sweeping, food safety, Experience , grilling and detail oriented, attention to detail,teamwork, problem solving, multitasking, time management, cash handling, cleanliness, emotional intelligence, positivity, adaptability, food preparation.

### PLAYKIT Phils

Product Promodiser

2019 - 2021 | sales work in store (toy store) ,work to process customers payments, responsible to help customers find products that fit their needs or restocking shelves

- greets customers, answers questions, provides assistance and manage inventory , communications skills, active listening, persuasive skills, collaboration, self-motivating, problem solving , negotiation skills, industry knowledge, confidence, passionate, product knowledge, multitasking, organizational skilks

### DOMESTIC helper


KSA & KUWAIT


2021 - 2024 | Provides families with a number of services, including Cooking, cleaning, child care, and assistance with elderly house members. help outside of the home for a family, running errands like grocery shopping, or picking up needed supplies among other things , cleaning the house, vacuuming, mopping, And organizing rooms, doing laundry, ironing clothes, and managing wardrobe

## SKILLS

- POS (Point of Sales)
- Food and Beverages Knowledge
- Safe Food Handling
- Customers Service
- Communication
- Teamwork
- Time Management
- Multitasking



 +971 581571842

 j8069809@gmail.com

 DUBAI, UAE

## Education

### BACHELOR OF COMPUTER SCIENCE INFORMATION TECHNOLOGY

Asian Institute of Computer  
Studies

SCHOOL YEAR  
2013 - 2015

## Expertise

Software Development

Copywriting

**computer networking and  
computer systems**

## Language

English

Arabic