



Jeanilou Borja

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Seeking a company that will enhance my skills and utilize my knowledge and capabilities in my experience, as well as provide me the opportunity for personal growth that will contribute significantly to work progress of the company.

Experience

2020-April 30, 2023

Villa Saif Beauty Center

Receptionist/Admin

- Greeting and welcoming clients in a friendly and professional manner.
- Tending to clients needs, inquiries, and complaints.
- Managing phone calls, emails, deliveries, and office inventories.
- Processing bookings and cancellations and appointment schedules.
- Ensuring that the reception area is kept clean and professional.
- Assisting with the marketing and sales by providing clients with information on promotions, new products, and services.
- Processing transactions and issuing receipts.
- Performing administrative tasks such as filing, updating records, and logging transactions

2017-2020

Cosmos Sports LLC

Sales

- Approach and assist customers in nice and friendly manner.
- Sell products that are available in shop.
- pricing newly purchased items.
- inform the customers about the current promotions.
- Arrange merchandize according to display guidelines.
- Replenish and arrange empty shelves.
- Process payments and operate electronic cash registers.
- Stringing Badminton , tennis, squash rackets according to customers preferences.

2015-2017

Monsoon Accesorize/ Hush Puppies

Assistant Sales Advisor

- Great customers and assist what each customer wants or needs.
- Open and close cash registers, performing task such as counting money, coupons, vouchers, balancing cash drawers and making deposits.
- Maintain knowledge of current sales, promotions, policies regarding payment and exchanges, and security practices.
- Maintain record related to sales, Performing daily, weekly and monthly sales reports.
- Recommend, select, and help locate or obtain merchandise based on customers needs and desire.
- Describe merchandise and explain use, operation, and care of merchandise to customers.
- clean shelves, counters, and tables.

Trainings

- Basic Health and Safety- March 27, 2017
- Selling Skills- November 1, 2016
- Strive for Excellence- March 2015
- PC Operation NC II- June 2007

Email

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Visa Status

Husband Visa

Marital Status

Married

Date of birth

June 12, 1988

Address

47 B Street Villa 17 Al Jafliya Dubai

Education

2007

2year Information Technology

TESDA NMSF Buenavista ADN

2005

Secondary Graduate

Agusan National High School

Skills

Computer literate excel, word and powerpoint

Written and verbal communication skills

strong customer service

Self motivated and do the initiative

Ability to work under pressure

Teampayer

Language

English

Tagalog