



JEMAR CARDEL ARRIETA
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Objective

To Work Sincerely for a Reputed Organization, So I may Perform to the Best of my Ability and years of working Experience for the Growth and Success of the Company. Hence, I want to Obtain a Position and grade in the Organization on Sheer Performance.

Personal Details

- Age : 37
- Date of Birth: March 24, 1986
- Place of Birth: Makati City, Philippines
- Marital Status: Single
- Religion: Christian Catholic
- Height: 5'7
- Weight: 78kls.
- Home Country Adress: Ariston East, Asingan, Pangasinan, Philippines

Skills

- Merchandising
- Computer Literacy
- Leadership
- Time Management
- Interpersonal Communication
- Skills Management
- Attention to Details
- Critical Thingking
- Creativity
- Adaptavility
- Inventory Controll
- Multi Tasking

Education

- **Manantan Technical School, Urdaneta City, Philippines** Oct 2003 - Oct 2005
Computer System and Information

Languages

- English/Tagalog

Working Experience

- **AGK Refreshment LLC (Dubai, UAE)** July-2018 - Dec-2023
 Assistant Office Admin/Sales Coordinator - Full Time

 - Support Company Operation by Maintaining Office System and Supervising Staff.
 - Maintaining Office Staff Job Result by Coaching,Counseling and Disciplining Employees and Planning Monitoring for Appraising Job Result.
 - Coordinating Office Activities and Operations to Secure Efficiency and Compliance to Company Policies.
 - Assist Colleagues Whenever Necessary.
 - Assist in the Preparation and Organizing of Promotional Materials or Events.
 - Handle the Processing of All Orders with Accuracy and Timeliness.
 - Store and Sort Financial and Non-Financial Data in Electronics Form and Present Reports.
 - Respond to Complaints from Costumers and Give after Sales Support when Requested.
 - Handling Incoming Calls and Correspondence, Redirecting as Needed.
 - Accounts Payable/Recievable.

- **Sweetcorn General Trading (Dubai, UAE)** Jan-2016 - Feb-2018
 Sales Associate - Full Time

 - Ensure High Levels of Costumer Satisfaction through Excellent Sales Service.
 - Assess Costumer Needs and Provide Assistance and Information on the Product.
 - Welcome Costumer to the Store and Answer their queries.
 - Maintain In-Stock and Presentable Condition Assigned Areas.
 - Process POS (Point of Sales) Purchases.
 - Actively seek out Coustumer in Store.
 - Comply with Inventory Control Procedures.
 - Negotiating Terms of Sales and Closing Deals to meet Sales Target.

- **Choithrams T. and Sons LLC (Dubai, UAE)** Sept 2013 - Dec 2015
 Food Production/In Charge - Full Time

 - Operate Production Equipment
 - Store Product and Materials
 - Check Store level and Reports Deficiencies in Product or Raw Materials.
 - Keep the Worksite Clean to Avoid Hazzards from Chemicals and Fragile Products.
 - Meet the Deadlines of Production Task During Shift.
 - Good Communication and Team work Skills.
 - Follow the Company's Safety and Quality Guidelines.
 - Overseeing Food Prodcution Activities, Including Preapration and Packaging.
 - Monitoring Inventory Levels and Ordering Suoplies as Needed to Maintain Production Process.

Interests

- Travel
- Racing Sports
- Music
- Movies

Achievements & Awards

- PIC Level 3 Passer
- With UAE Driving Lisence

Reference

- **Serkan Gencel - AGK Refreshment LLC**
 Managing Director/Co-Owner
- **Malik Barakat Ali - AGK Refreshment LLC**
 Accountant
 +971544288761