



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 Guidlines.
- 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