



## **LORIE TE NAVARRO NOVELA**

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+971 547 386 448

Al Barsha 1 Dubai, United Arab Emirates

### **PERSONAL INFORMATION**

Age: 28

Gender: Female

Birthdate: February 27, 1996

Nationality: Filipino

Civil Status: Single

### **ON THE JOB TRAINING**

PC Cartel Computer Sales  
Urdaneta, Pangasinan, Philippines  
March 2016

Commission on Election  
Urdaneta, Pangasinan, Philippines  
May 2014

### **SEMINAR ATTENDED**

11th Philippine Youth Congress on  
Information Technology Y4iT  
September 19, 2013

CMS – Joomla  
Web Development  
October 14, 2014

### **SKILLS**

- ✓ Product knowledge
- ✓ Multitasking
- ✓ Computer Literate
- ✓ Leadership
- ✓ Merchandising
- ✓ Customer service

### **OBJECTIVE**

To be part of fast growing company which offers continues opportunity to an excellent career development.

### **EXPERIENCE**

#### **Mumuso – Dubai, United Arab Emirates**

##### **Sales Officer**

December 1, 2022 – January 8, 2025

- Preparing Daily, Weekly & Monthly Sales Report
- Monitor inventory levels and orders.
- Managing the store's budgets
- Handling cash counter and banking
- Preparing weekly schedule
- Checking defective product
- Transferring products to other branch/warehouse
- Customer service

#### **Daiso Japan – Dubai, United Arab Emirates**

##### **Sales Advisor**

November 2020 – November 18, 2022

- Customer Service
- Handling Transaction
- Merchandising

#### **Electric Bicycle – Philippines**

##### **Material Officer / Secretary**

August 2016 - December 2018

- Promoting and selling products.
- Preparing reports on inventory and packing.
- Encoding and Checking delivery.
- Filing and making paper copies.
- Encoding daily sales and collection
- Checking defective products & Timekeeping

### **EDUCATIONAL BACKGROUND**

#### **Bachelor of Science in Computer Science**

- Panpacific University North Philippines  
June 2012 – April 2016
- High School: Juan C. Laya National High School  
Philippines  
2008 – 2012
- Elementary: Cabacaraan Elementary School Philippines  
2002- 2008

I hereby certify that the mentioned above information is true and correct to the best of my knowledge and abilities.

**LORIE TE N. NOVELA**

Applicant