

**LYCA MORENO**

Al Rigga St., Deira, Dubai, UAE

**058-260-1748**

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**OBJECTIVE**

To work for a company where I can utilize my skills and knowledge and to develop them for my personal growth and the company's interest.

**PROFILE**

I am a good communicator with proven interpersonal skills and am used to working in a team whilst also being capable of using own initiative. I am skilled in dealing with problems in a resourceful manner and negotiating to achieve beneficial agreement. I am always enthusiastic to learn and undertake new challenges.

**SKILLS**

- Solid creative, organizational and presentational abilities
- Writing and communication skills
- Effective learning abilities – Quick learner
- Basic computer knowledge – Proficient in Microsoft Office, Excel, PowerPoint, and Internet
- Dedicated and hard-working individual
- Ability to handle stress and work under pressure
- Adaptability
- Exposed and interacted with a wide variety of personality

**WORK EXPERIENCES****STALL AND MARKET SALESPERSON**

AFFORDABLES FASHION LLC

Karama, Dubai United Arab Emirates

2021 – 2022 (Current)

- Greet customers and ascertain what each customer wants or needs.
- Responsible for handling of cash and credit card transactions
- Perform various customer service duties
- Responsible for ensuring prompt assistance to customers in store
- Design and put together store displays
- Balance out daily sales history at the end of the day

## **SALESPERSON**

SM Cabanatuan City  
Nueva Ecija Philippines  
April 2017 – October 2017

- Greet customers and ascertain what each customer wants or needs.
- Responsible for handling of cash and credit card transactions
- Perform various customer service duties
- Responsible for ensuring prompt assistance to customers in store
- Designed and put together store displays
- Balanced out daily sales history at the end of the day

## **RECEPTIONIST**

LUXENT HOTEL  
Manila, Philippines  
January 2018 – March 2019

- Welcomes guest by greeting them, in person or on the telephone, answering or referring inquiries.
- Directs guest by maintaining employee and department directories, giving instructions.
- Maintain security by following procedures, monitoring logbook
- Maintained a neat, tidy, and pleasant appearance of the reception area.
- Handled general requests for information and data.
- Interacted well with the public.
- Answering the phones
- Giving information regarding on the room to the customers

## **EDUCATION**

### **Bachelor of Science in Business Administration**

Nueva Ecija University of Science and Technology  
Cabanatuan City, Nueva Ecija, Philippines

### **Undergraduate**

## **PERSONAL DETAILS**

Date of Birth : December 14,1993,  
Marital Status : Married  
Nationality : Filipino