



# MARITA O.SALVATIERRA

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Address : Al Satwa,Dubai, U.A.E

## OBJECTIVE

- To seek excellence in profession in achieving the goals associated with and organization rendering an excellence services according to my academic qualification and work experience.

## WORK EXPERIENCE

- **CASHIER**  
**VOX CENIMAS - MAJID AL FUTTAIM ABU DHABI, UAE**  
**2022 TO PRESENT.**
  - Manage transactions with customers using cash registers
  - Scan goods and ensure pricing is accurate
  - Collect payments whether in cash or credit
  - Issue receipts, refunds, change or tickets
  - Redeem stamps and coupons
- **CUSTOMER SERVICE**  
**MAGIC PLANNET- MAJID AL FUTTAIM DUBAI, UAE**  
**2021-2022**
  - Manage large amounts of incoming phone calls
  - Generate sales leads
  - Identify and assess customers' needs to achieve satisfaction
  - Build sustainable relationships and trust with customer accounts through open and interactive communication
- **SERVICE CLERK**  
**VISHAL MANAGEMENT CONSULTANCY DUBAI, UAE**  
**AUGUST 2015- AUGUST 2017.**
  - Welcoming customers to the store, inquiring about their needs, and directing them to particular items around the store.
  - Giving advice on the store's or company's products and services.
  - Referring customers to Sales Associates or Managers if necessary, answering phones, and transferring calls to the correct department.
- **SALES**  
**ROYAL RANK MARKETING MANAGEMENT DUBAI, UAE**  
**APRIL 2018- MARCH 2020**
  - Present, promote and sell products/services using solid arguments to existing and prospective customers
  - Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
  - Establish, develop and maintain positive business and customer relationships
  - Reach out to customer leads through cold calling
  - Expedite the resolution of customer problems and complaints to maximize satisfaction
- **DECLARATION**  
I hereby declare that the above mentioned information is correct to best of my knowledge and belief. I bear the responsibility for the corrections of the above mentioned particulars.

## PERSONAL INFO

Nationality : Philippines

Gender : Female

Marital Status : Single

Date of Birth : 06/04/1989

Visa Status : Cancelled Visa

## PASSPORT DETAILS

Passport No : EB8266172

Date of Expiry : 08/02/2028

## TERTIARY:

Montessori Professional College  
BS COMPUTER SCIENCE

## SECONDARY:

MAKATI HIGH SCHOOL ( Main )  
YEAR GRADUATED : 2005

## COLLEGE:

STI College (BS .computer science)

## LANGUAGE KNOWN

- English
- Tagalog

## SKILLS

- Dedicated and hardworking Individual
- Highly organized and efficient
- Able to finish tasks or project assigned well ahead of time
- Excellent in presenting and communicating complex idea clearly
- Attention to detail
- Reliability
- Organization
- Teamwork
- Interpersonal skills