

WORK EXPERIENCE

Cashier / Admin

February 2023- present

Santoo Sealing Technologies

- Payment and Receiving company expense and purchase.
- Filing of Sales Invoices and Delivery Order.
- Monitoring of Staff Attendance.
- Keeping records of staff overtime and payment.
- Perform other clerical work.
- Filing of expenses report from Bahrain branch.
- Keeping records of Accounts payable

Store Manager

June 2019 - January 2023

ANNABELLE'S, Maria Louise, LLC - United Arab Emirates

- Capable of leading and developing a team
- Potentially meets the company's aim objectives
- Ensuring a high level of customer satisfaction through excellent service
- Manages complaints and problems from an employee or consumer
- Complete store administrative and ensure compliance with policies and procedures

Sales Associate

December 2014 - June 2019

ANNABELLE'S, Maria Louise, LLC - United Arab Emirates

- Serving customers promptly and knowledgably.
- Responsible for promoting, selling and inventories
- Encourages consumers to purchase products
- Receiving stocks, replenish, maintaining the quality and quantity of the product with 100% organized and accurate

Inventory Control Assistant cum Quality Control Personnel

September 2012 - October 2014

YUMEIMI-SE Manufacturing and Merchandise inc. - Philippines

- Tracking of orders, recording of incoming and outgoing materials inventory
- Inspects product's quantity and quality
- Recommends adjustments to the production process for any corrections to meet the consumers demand on better products



Celeste M. Burdios

Meeting sales goals by training, motivating, mentoring and providing feedback to store staff. Ensuring high levels of customers satisfaction through excellent service.

CONTACT ME



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Abu Dhabi, UAE

SKILLS AND CORE COMPETENCIES

- Accommodating and open to new experiences and challenges
- Excellent communication skills and aggressive selling
- Time management
- Interpersonal Skills
- Creative problem-solving

PERSONAL STRENGTHS

- Strong work ethic
- Ability to work under pressure and multitask
- Dynamic team player
- Goal oriented

EDUCATION HISTORY

1995 -1999

Bachelor of Arts Major in Psychology

The Philippine Women's University

With Proficiency in Guidance and

Counselling

WORK EXPERIENCE



Admin Assistant

April 2011 - September 2012

ASIAN Group of Companies inc. - Philippines

- Greeting and directing clients appropriately
- Maintains calendar appointments
- Provide top-level service to all visitors, ensuring they were informed of meeting times, had access to refreshment, and were comfortable in the rare instances they needed to wait
- Help keep organization safe and secure towards external communication and interaction Answering and keeping records of incoming and outgoing call