

JANICE S. TAMPOS

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OBJECTIVES

To work for an organization which provides me the opportunity to improve my skills and knowledge.

WORK EXPERIENCE

Admin Assistant in Registrar / Support staff / Bus Conductor :

(GEMS School – Sharjah)

- Printing and lamination
- Operating machine for copying and scanning
- Handling various papers and electronic devices (eg: Copier machine, Fax machine)
- Maintain and monitor machine to make sure it functions properly
- Taking employees signature of any memorandum or circular issued by the Head Manager
- Supporting and supervising educational games, sports and craft activities
- Helping children with their reading
- Preparing the classroom for a lesson (such as setting up equipment for a science lesson)
- Tidying up at the end of a session (they make the mess, you clear it up, it's the opposite of living with your parents)
- Putting together displays of children's work
- Providing extra support for children with special educational needs
- Helping out on school trips

Staff Nanny Assistant :

Fun House Al Shaab Village – Sharjah)

- Supporting and supervising educational games, sports and craft activities
- Helping children with their reading
- Preparing the classroom for a lesson (such as setting up equipment for a science lesson)
- Tidying up at the end of a session (they make the mess, you clear it up, it's the opposite of living with your parents)
- Putting together displays of children's work
- Providing extra support for children with special educational needs
- Helping out on school trips
- Essential Responsibilities

SCHOOL ASSISTANT –

DAWHA SCHOOL (SHARJAH)

- Supporting and supervising educational games, sports and craft activities
- Helping children with their reading
- Preparing the classroom for a lesson (such as setting up equipment for a science lesson)
- Tidying up at the end of a session (they make the mess, you clear it up, it's the opposite of living with your parents)
- Putting together displays of children's work
- Providing extra support for children with special educational needs
- Helping out on school trips
- Essential Responsibilities

SALES LADY - DAY TO DAY / ALUROPI TRADING GARMENT (SHARJAH)

- Greet Customers
- Find out customer's needs
- Describe a product's features and benefits
- Demonstrate use and operation of the product
- Answer customer queries regarding the store and the merchandise
- Make suggestions and encourage purchase of products
- Provide information about warranties, manufacturing specifications, care and maintenance of merchandise and delivery options
- Provide information about about financing available
- Receive and process cash, check and charge/credit payments
- Provide change receipts
- Count money, sort charge slips and balance monies
- Maintain sales records
- Organize and process merchandise exchanges
- Stay current with sales prices
- Recognize and monitor security issues
- Arrange and display merchandise
- Keep merchandise area tidy
- Take Stock inventory
- Recommend, select and help locate the right merchandise
- Make multiple outbound calls to potential customers
- Deliver customized, targeted sales strategies
- Share information about company/product by following sales scripts
- Meet all quotas for inside and outside sales
- Facilitate future sales
- Answer potential customer questions and follow-up call questions
- Close sales and lead customer through purchasing process
- Understand customer needs and offer solutions and support
- Maintain record of calls through computerized system
- Research potential leads from business directories, web searches, or digital resources
- Create and maintain a list/database of prospect clients
- Work with sales team to close sales
- Cold call potential sales leads

SALES AGENT – (PHILIPPINES)

- Make multiple outbound calls to potential customers
- Deliver customized, targeted sales strategies
- Share information about company/product by following sales scripts
- Meet all quotas for inside and outside sales
- Facilitate future sales
- Answer potential customer questions and follow-up call questions
- Close sales and lead customer through purchasing process
- Understand customer needs and offer solutions and support
- Maintain record of calls through computerized system
- Research potential leads from business directories, web searches, or digital resources
- Create and maintain a list/database of prospect clients
- Work with sales team to close sales
- Cold call potential sales leads

SALES REPRESENTATIVE CREDIT CARD

(BANK IN PHILIPPINES)

- Make multiple outbound calls to potential customers
- Deliver customized, targeted sales strategies
- Share information about company/product by following sales scripts
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- Answer potential customer questions and follow-up call questions
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PERSONAL INFORMATION

Age: 38
Date of Birth: September 20,1982
Gender: Female
Height: 152 cm
Weight: 100 lbs
Civil Status: Single
Religion: Christian
Nationality: Filipino
Visa Status: Canceled Visa

SKILLS

- Can speak fluent in English, Filipino

I hereby certify that the above information are true and correct to the best of my knowledge and belief.

JANICE S. TAMPOS