

**ARMELA S. REFUGIO**

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## OBJECTIVES

To gain competitive experience and development as a professional in a dynamic organizations that upholds the value of hard work, integrity and loyalty by putting into effective use of acquired knowledge, skills and technical capability, while meeting both career and organization goals.

## WORK EXPERIENCES

COMPANY: Aalmir Trading LLC  
POSITION: Promoter  
INCLUSIVE DATE: April 05, 2017 up to November 2019  
ADDRESS: Dubai, U.A.E

COMPANY: Mars Gulf General Trading L.LC  
POSITION: Merchandiser  
INCLUSIVE DATE: March 03, 2016 up to October 2016  
ADDRESS: Dubai, U.A.E

COMPANY: Notions Trading L.L.C  
POSITION: Promoter/Merchandiser  
INCLUSIVE DATE: January 11, 2011 up to February 2016  
ADDRESS: Dubai, U.A.E

## DUTIES AND RESPONSIBILITIES

- Promoting best-selling items in order to maximize profits.
- Ensures the achievement of sales targets.
- Responsible for timely and proper display and replenishment of merchandise.
- Receives and check accuracy of all products deliveries and reports discrepancies immediately.
- Conduct inventory as scheduled.
- Identify and segregate items for pull-out damage, dirty and slow moving.
- Safeguard merchandise from external and internal losses (e.g. theft, damage, etc.).
- Maintain orderliness and cleanliness at the selling and stockroom area.
- Prepare and submit accurate reports on time.
- Provides fast, efficient and courteous service at all times to customers.

COMPANY: SM Department store  
POSITION: Sales Lady  
INCLUSIVE DATE: October 2004 up to December 2009  
ADDRESS: SM Cubao, Quezon City, Philippines

## DUTIES AND RESPONSIBILITIES

- Initiate innovative approaches to sell products or services
- Keeping and recording all inventory items on an up- to- date basis.
- Responsible for the daily routine check-up of all goods in the store.
- Ensure delivery of products or services on time.
- Displays and merchandises products in the assigned display area.

- Implements and monitor sales and in-store marketing activities.

COMPANY: ISETAN DEPARTMENT STORE  
 POSITION: Sales Lady  
 ADDRESS: Cubao, Quezon City Philippines

#### DUTIES AND RESPONSIBILITIES

- Taking care all of direct orders from the customers.
- Promoting newly-arrived products to customer.
- Keeping and recording all inventory items on an up- to- date basis.
- Responsible for the daily routine check-up of all goods in the store.
- Replenishes stocks as it runs out from the display room.
- Practice good customer handling and selling techniques to all the products on sale.

COMPANY: Unifive store  
 POSITION: Sales Lady  
 INCLUSIVE DATE: June 1998 – December 2001  
 ADDRESS: Cubao, Quezon City, Philippines

#### DUTIES AND RESPONSIBILITIES

- Manage product displays as per the seasonal cycles and discount offers.
- Ensure defective or old products are removed and new products are properly stacked and displayed.
- Producing sales projections
- Promoting newly-arrived product for customer's future inquiry.
- Practice good customer handling and selling techniques to all the products on sale
- Keeping and recording all the inventory items on an up-to-date basis.

#### EDUCATIONAL ATTAINMENT

Computer Secretarial  
 Institute Of Creative Computer Technology  
 Quezon City, Philippines  
 June 1997 – March 1998

#### PERSONAL INFORMATION

Address: Flat 203 Prime Cure Building Al Falah Street, Abu Dhabi City U.A.E  
 Birth Date: October 10, 1979  
 Birth Place: CAPALONGA CAMARINES NORTE  
 Sex: Female  
 Citizenship: Filipino  
 Marital Status: Married  
 Visa Status: Visit Visa  
 Passport No: P8429629A  
 Date of Issue: 20 August 2018  
 Date of Expired: 19 August 2028  
 Place Issued: PCG DUBAI

*I hereby attest that all above information is true and correct to the best of my knowledge and belief.*

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*Armela S. Refugio*