



ARLYN ARIOLA

Sales/Office Admin Professional

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- 1203 Sultan Bldg., Tecom, Dubai
- Birthday: April 2, 1993

EDUCATION

- Bachelor of Science in Arts

Isabela State University
Cauayan City Isabela,
Philippines (2009-2013)

EXPERTISE/JOB SKILLS

- Excellent communication skills both oral or written
- Hardworking, Flexible and Trustworthy; Customer Service abilities
- Responsible in handling task; with a team player attitude
- Computer literate

TECHNICAL

- MS Office
- MS Excel

PERSONAL DATA

- Age: 28
- Gender: Female
- Civil Status: Married
- Nationality: Filipino
- Visa Status: Cancelled Visa



PROFILE SUMMARY

Energetic, accomplished professional with more than five years combined function in Reception Administration and Sales Operation.

Detail oriented with excellent in communication skills to establish strong relationships and succeed within fast-paced environment. Possess outstanding customer service and office support administration.



WORK EXPERIENCE

SALES REPRESENTATIVE/RECEPTION/ADMIN | December 15, 2018 – Present
Pakistani Multi Brand Boutique, Signature Studio LLC – Dubai, UAE

- Greeting people entering the establishment, determine the nature and purpose of the visit, and direct or escort them to display item collections.
- Operate telephone and online inquiries in a courteous and professional manner to answer, screen, or forward calls, receive and deliver the messages in writing, verbally or electronically and organize /receive courier deliveries.
- Process and prepare email correspondence to client's inquiries and other related matters to products and items.
- Detail oriented sales professional to products and items to make sure that clients are well informed with the specifications.
- Prepares sales reports in a daily, weekly and monthly basis including inventory.
- Filing important documents, maintaining files, etc.
- Maintain inventory and equipment by checking stocks to determine inventory level, anticipating needed products and items; placing and expediting orders for supplies; verifying receipt of supplies.
- In charge of uploading and updating new collection of items in the company's official website page.

SALES REPRESENTATIVE/ADMIN ASSISTANT | July 2018 – Dec 2018
WA Dubai, Online Garments – Dubai, UAE

- Assist, welcome and guide customers about the items and products.
- Manage daily/monthly inventory and stock display.
- Prepares Cash Count and Sales report daily and report to the owner.
- Support in the design and layout of items for display.
- Prepares sufficient documentation for Sales
- Ensures balance operational support of the store and safety.

SALES REPRESENTATIVE | February 2015 – February 2018
SM Department Store, Beverly Hills Polo Club – Cauayan Isabela, Philippines

- Welcome and greet customers.
- Sell specific products and services to consumers.
- Provide information about products and services.
- Demonstrate products and show consumers how to maximize their features.
- Recommend and display items that match customer needs.
- Listen to customers' questions and concerns and provide answers or responses.
- Remove security devices, fold clothes, and place neatly in bag.
- Ensure pricing is correct.
- Actively involved in the receiving of new shipments.
- Restock clothes that have been tried on and fold neatly.
- Check inventory to ensure product is in stock.

SEMINARS ATTENDED:

- **Lingua Franca Seminar(Linguistic anthropology)**
Isabela State University at Gymnasium
San Fermin, Cauayan City,Isabela
March 5,2012
- **Pathways For achieving career success after College**
Isabela State University at Hostel
San Fermin, Cauayan City,Isabela
March 7,2013

CHARACTER REFERENCE. Available upon request