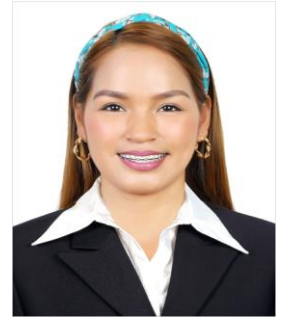


**Marie Chelle E. Cabasag**

+971 585570826

Al Rigga, Street Dubai

marie\_cabasag16@yahoo.com



**OBJECTIVE:**

*To obtain employment in a leading company in which I would be able to apply my working experience and to further advance my professional knowledge and skills.*

**PROFESSIONAL SKILLS:**

- Sales and marketing, Motivational for sales, Prospecting skills, Sales planning, Marketing knowledge, Presentation skills, Energy level and Meeting sales goals.
- Proficient in MS Excel, MS word application, Google Apps and other relevant.
- Persuasive, attentive, and deadline- conscious
- Possess logical and analytical thinking skills.
- Can perform multitasking in a fast-paced environment
- Can perform leadership roles for various group setups
- Flexible can adjust any situation that I may be in. Can handle pressure with or without supervision.

**PROFESSIONAL EXPERIENCE:**

**Customer service agent/Sales Representative – (December 2014 to April 31, 2020)**

**City Sight Seeing Dubai by Dnata, Emirates group- Dubai U.A.E**

- Great Customers warmly and ascertain problem or reason for calling.
- Respond promptly to customer inquiries
- Provide pricing and all the information that the customer wants to know about the tours and all about the attraction in Dubai.
- Inform customers of deals and promotions / Sell product and services.
- Help the guest to their booking { Attractions or hotels }
- Obtain and evaluate all relevant information to handle product and service inquiries
- Handle and resolve customer complaints
- Follow – up on customer interactions
- Provide feedback on the efficiency of the customer service process

**Sales Representative- (September 2014 – December 2014)**

**All-day Gourmet -Dubai, UAE**

- Work with costumers with the most cheerful and pleasant disposition
- Give answer to the costumer's questions or concerns related to the product
- Communicate and assist customers in any way possible and as the costumers may require
- Deal with costumer complaints professionally and with restraint
- Close as many deals and transactions as possible
- Process, or help process payment made by cash or credit card

**Team Leader- (June 2012 – September 2014)**

**Café to Go Coffee Shop -Dubai U.A.E**

- Welcoming and greeting the guest with smile
- Assisting the guest and give there satisfactions
- Always offer to costumer sales options
- Handling all the cash and credit cards
- Give check to the costumer

**CERTIFICATES:**

- |                         |         |               |
|-------------------------|---------|---------------|
| ➤ Team leader           | Cafe2go | May 10, 2013  |
| ➤ Employee of the month | Cafe2go | June 13, 2013 |

**EDUCATION BACKGROUND:**

- Bachelor of Tourism / University of Southern Mindanao (2008-2011)
- Alameda National High School (2004-2008)
- Polayagan Elementary School (1997-2004)

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I hereby certify that the above mentioned are true and correct with all my knowledge and beliefs.

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**Marie Chelle E. Cabasag**