



IRENE E. VILLALOBOS



AL RIGGA, DUBAI U.A.E



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PERSONAL PROFILE

Ambitious and Energetic composed under pressure and get along very well with people at all levels. Possess excellent correspondence & communication skills. Very organized with professional approach.

- Date of Birth : April 5, 1988
- Gender : Female
- Height : 5ft. 2in.
- Nationality : Filipino

EDUCATIONAL BACKGROUND

NUEVA ECIJA UNIVERSITY OF SCIENCE
AND TECHNOLOGY
BACHELOR OF SCIENCE IN NURSING
S.Y. 2004-2005
UNDERGRADUATE

IRENE E. VILLALOBOS

A very optimistic, highly motivated and enthusiastic individual with exceptional capability in managing multiple, concurrently running task. Cool under pressure and tenaciously do what it takes to get the job done. Effective communicator, negotiator and decision maker.

EXPERIENCE HIGHLIGHTS

SUN AND SAND SPORTS FACTORY OUTLET

SALES ASSISTANT/CASHIER

AL QUOZ BRANCH , JAN 2020 – AUG 12, 2021

DUTIES AND RESPONSIBILITIES

- Assisting walk in customer with a polite manner.
- Responsible for answering customer's concern
- Organize and maintain proper arrangements of all items.
- Performed other duties as required by the supervisor and handling customers complaints
- Keep equipment's operational by following manufacturer's instruction and established procedures.
- Responsible for handling cash/card payments of the customers
- Responsible for making a sales report by the end of the shift.

NSTYLE INTERNATIONAL

FRONT DESK EXECUTIVE

UAE BRANCH JAN 2019 – DEC 2020

DUTIES AND RESPONSIBILITIES

- Assisting walk in customer with a polite manner.
- Responsible for scheduling staff rota
- Responsible for booking walk in clients.
- Responsible for answering, screening and transferring telephone calls.
- Organize and maintain proper filing of correspondences- incoming and outgoing
- Performed other duties as required by the supervisor and handling customers complaints
- Keep equipment operational by following manufacturer's instruction and established procedures.
- Maintains database by entering, verifying and backing up data. Document transactions by completing forms and record logs.
- Responsible for making a sales report by the end of the shift

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DESCO COPY AND PRINT CENTER
CUSTOMER SERVICE RECEPTIONIST
SHEIK ZAYED BRANCH DUBAI, UAE NOV 2016 – DEC 2018

DUTIES AND RESPONSIBILITIES

- Assisting walk in customer with a polite manner.
- Responsible for answering, screening and transferring telephone calls.
- Organize and maintain proper filing of correspondences- incoming and outgoing
- Performed other duties as required by the supervisor and handling customers complaints
- Keep equipment operational by following manufacturer's instructions and established procedures.
- Maintains database by entering, verifying and backing up data. Document transactions by completing forms and record logs.
- Prepare quotation to client and follow up them
- Operating printing machine, laminating, binding and mounting.
- Responsible for going events and exhibition to promote the company by giving information's for the company services, giving flyers vouchers and business cards. etc

PHOTOMAGIC L.L.C
BRANCH INCHARGE/PHOTO PRINTER
ARABIAN RANCHES UAE (MAY2014-JUNE 2016)

DUTIES AND RESPONSIBILITIES

- Handles website inquiries for Events
- Assisting walk in customer with a polite manner.
- Responsible for answering, screening and transferring telephone calls.
- Responsible for arranging incoming and outgoing jobs from the other branch.
- Performed other duties as required by the supervisor and handling customers complaints
- Maintains database by entering, verifying and backing up data. Document transactions by completing forms and record logs.
- Operating printing machine and laminating
- Responsible for taking pictures, editing studio photos, photo printing and going outside for events for photoshoot
- Responsible for making a sales report by the end of the shift

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RECENS INCORPORATED (MAXINE)- RETAIL SALES
SALES REPRESENTATIVE
SM NORTH EDSA, METRO MANILA (JUNE 2010- FEB 2013)

DUTIES AND RESPONSIBILITIES

- Assist and Greet the customer as they enter the store in a polite manner.
- Giving accurate and current information about the product for all the inquiries, if the correct information is not on hand, do everything possible to provide an answer before the customer leave the store.
- Find out what is the specific needs of each customer that enter the store.
- Making daily sales report and statements
- Stock merchandising, checking new inventory and build effective merchandise display.

AEONS DIGITAL PHOTOEXPRESS
Studio Photographer/Layout Artist
N.E PACIFIC MALL, CABANATUAN CITY (MAY 2006-AUGUST 2007)

DUTIES AND RESPONSIBILITIES

- Assist and Greet the customer as they enter the store in a polite manner.
- Responsible for editing studio photos and taking photos
- Find out what is the specific needs of each customer that enter the store.
- Making daily sales report and statements
- Stock merchandising, checking new inventory and build effective merchandise display.

Irene E. Villalobos
Applicant