

EMBERT KARAAN



Contact

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Rm. 504 Al Zarouni Bldg. Al Rigga, Deira
Dubai

Skills

- adaptability - communication skills - self management - time management - transferable skills - stress tolerance

-MS word -Excel

60%

Language

Basic in Arabic

Tagalog

English

OBJECTIVE

To Secure a challenging position in a reputable to expand my learnings knowledge and skills.

EXPERIENCE

Metro Bank

December

On the Job Training

2008 -

-Processing cash/check deposits, withdrawals, check encashment, fund transfer remittance payments and other bank products and services

February

2009

-Conduct signature verification and posts transaction adjustments to the current account/saving account terminal.

-Respond customer needs includes cross selling of bank products and services

Wrenleys Motor Plaza

April 2009

Sales Staff/Parts Man

- 2012

-Providing spare and replacement parts for consumer products including motor vehicles, industrial equipment and electronics.

-Identifying the correct part or a suitable substitute based on an examination of the damaged part for the customer's description of the problem

-Maintaining inventory and track down rare parts for older machines and equipment.

Wrenleys Motor City

June 2012

Sales Staff

- 2014

-Informing the customer about the product or service

-Explaining the uses and features of the product.

-Maintaining a clean workplace

Emirates National Oil Company

November

Customer Sales Assistant/ Cashier

2014 -

-Assist and provide 100% good customer service according to the quality and standard of the company.

- welcoming customers, promoting and upselling new products to help increase and target daily sales.

-Operating cash registers, accepting card transactions and maintaining a clean workplace.

EDUCATION

Holy Name University Tagbilaran City Bohol

2009

Bachelor of Science in Commerce Major in Management

REFERENCE

Ameer Ali - "Emirates National Oil Company"

Site In Charge / Manager

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Shift In Charge/ Supervisor

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