

Anabelle Aala

Sales Associate, Office Admin, Clerk, Front Desk

Abu Dhabi 4220

anabelleaala4_bah@indeedemail.com

058-6678-827

- To utilize my skills, develop my potentials in a growth-oriented organization and to use my experiences that will aid in my professional development by enhancing my skills and capabilities and to be engaged in a reputable working environment that offers opportunities for career group interaction.

Work Experience

Sales Associate

MAUZAN Trading LLC - Abu Dhabi

July 2014 to September 2018

- Work with customers with the most cheerful and pleasant disposition.
- Communicate and assist customers in any way possible and as the customers may require.
- Give answers to customers' questions or concerns related to the product they are charged to sell and demonstrate good knowledge of the product.
- Process or help process payments made by the customer.
- Report sales and inventory accurately
- Experienced Mystery Shopper

Achievement Awards in MAUZAN:

- Best Customer Service Award for the Year 2016
- Best Performance as Retail Staff 2017

I hereby certify that the information is true and correct to the best of my knowledge and belief.

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Anabelle T. Aala

Applicant

### **Receptionist, Sales and Promotion, Pre Employment Medical Results**

C.P Reyes Hospital TMCI

2012 to 2013

Marketing Associate

2012 - 2013

As a Receptionist:

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following procedures; monitoring logbook; issuing visitor badges.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.

- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.

As a Marketing Associate/ Assistant:

- Contributes to team effort by accomplishing related results as needed.
- Prepare the PDF of Dr's
- Type and Release of Medical Results.
- Assist Patients
- Member of Medical Mission

Sales Lady in Folded & Hung  
SM Batangas  
Pallocan West, Manila City

## Education

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### **Bachelor of Science in Business Administration in Marketing Management**

Lyceum of the Philippines University  
2008 to 2012

## Skills

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Excel (Less than 1 year), Microsoft Word (Less than 1 year), Word (Less than 1 year)

## Additional Information

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### SKILLS:

- Good in written and oral communication skills, both English and Filipino.
- Speak basic Arabic language
- Trustworthy, Hardworking, Adaptable
- With good moral values and standards
- Computer Literate - With knowledge in Microsoft Word, Excel and Power Point
- Flexible and urgent