

## **Sheena Cundangan**



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**Dubai, United Arab Emirates**

### **OBJECTIVE**

Seeking an entry-level position to begin my career in professional environment where I can expand my proficiency to be mentored towards a successful career.

### **EXPERIENCE**

**Dizabo General Trading** (January2022-Present)

Front Desk Receptionist

- Clerical works/ Assisting Clients and Visitors/ Admin Assistant

**LuLu Hypermarket (Reo Fashion)** (November2019-December2021)

Sales Associate/Cashier

-POS Literate/ Assisting Customers/ Handling sales of the Brand

**Paravisible Builders Incorporated** (September2018-November2019)

Purchasing Staff

-Dealing with suppliers for materials in good quality at best price

-Making PO/ Updating sites for material requirements/ Inquiry of quotation

**Star Appliance Center Inc.** (July2016-September2018)

Checker/Releaser

-Checking the items quality and quantity same as presented invoice.

### **EDUCATION**

Bachelor of Science in Tourism Management

Access Computer and Technical Colleges (2012-2016)

### **SKILLS**

Diligent/ Teamwork/ Interpersonal

### **REFERENCE**

Riah Nacional (+971 569606771)

Galleries Lafayette-Customer Service Representative