



## CONTACT

@ aileendubai2018@yahoo.com  
+971524563324  
Dubai, UAE

## PERSONAL DETAILS

Date of Birth : 05/10/1988  
Gender : Female  
Nationality : Philippines  
Religion : Christian  
Marital status : Single  
Passport No : P9405064A  
Date of issue : 05/11/2018  
Date of Expire : 04/11/2028  
Visa Status : Employment Visa

## LANGUAGES

English, Tagalog

## Skills

Result oriented  
Ability to effectively manage time and prioritize task  
Effective marketing  
Ability to motivate and maintain good relations  
Resistance to stress  
Good Manners

# Aileen Arias

## OBJECTIVES

Driven sales assistant focused on achieving excellent sales results through Impeccable customer service. Employs excellent skills multitasking strength. Demonstrated ability to improve store operations increase top line sales.

## WORK EXPERIENCE

### EMIRATES NATIONAL OIL COMPANY (DUBAI)

**Position: Cashier /Sales Assistant**

**Duration: Sep 2014 to present**

#### Duties & Responsibilities

- Customer service as per standards set by the company
- Responsible smooth and efficient operation of the station and supervision of the staff on sales floor
- Operated store POS system to process daily cash and credit transactions with 100% accuracy.
- Prompting the promotional products to get cash rewards from the third-party supplier
- Endorse sales handover to Incharge at the shift end
- Stocked, replenished and organized shelves to ensure levels of products availability
- Merchandising and following FIFO process
- Controlling the receipting of the merchandise in terms of quality and quantity (for Fresh products follow municipality regulation in terms hygiene and expiry date)
- Interacted and engaged with customers providing guidance and expert advice to influence purchase decision

### SM CITY (DAVAO, Philippines)

**Position: Cashier**

**Duration: Jul 2012 to Aug 2014**

#### Duties & Responsibilities

Customer service handling their queries  
Handling Cash and credit transactions  
Processing returns and refunds  
Promoting Loyalty cards and informing the benefits  
Prompting credit card to get extra rewards from company quarterly  
Maintain cleanliness in area of responsibility

## EDUCATION

Assumption college of Davao college Philippines  
Hotel and restaurant management. Vocational -May 2010 Mar 2012