



# MARELO AMBAYEC

Senior Sales/ Visual Merchandiser

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**Address :** Airport Road, Abu Dhabi, UAE

## WORK EXPERIENCE

### GENERAL SALES ASSISTANT

**BTC General Fashion Trading LLC – Abu Dhabi UAE**

August 2013 – June 2024

- Provided customer service to assist customers with product selection, inquiries, and issue resolution, ensuring a positive shopping experience.
- Managed inventory levels, performed stock replenishment, and maintained visual merchandising standards to optimize sales opportunities.
- Acted as **Officer in Charge (OIC)** in the absence of the department manager, overseeing daily operations and ensuring smooth workflow.
- Utilized POS systems and sales software to process transactions and track sales performance.

### SALES ASSISTANT

**Jewelmer International Corporation – Cebu City, Philippines**

January 2009 – April 2013

- Engaged customers to enhance in-store experience and provide outstanding customer service.
- Met and exceeded sales targets consistently by leveraging product knowledge, upselling techniques, and effective communication to drive revenue.

### ASSISTANT BRANCH MANAGER

**MLhuillier Pawnshop Incorporated – Cebu City, Philippines**

November 2006 – January 2009

- Handled remittances, foreign and domestic exchanged and processed bills payment transactions.
- Conducted comprehensive evaluations of jewelry pieces, including diamonds, and precious metals, to determine authenticity, quality, and value.
- Maintained accurate documentation and records of appraisals, ensuring compliance with legal and ethical standards in the jewelry appraisal profession.

### OFFICE STAFF

**Sacred Heart School (JESUIT) – Cebu City, Philippines**

October 2004 – March 2006

- Supported staff with administrative needs for photocopying, faxing and filing.
- Helped staff to maximize efficiency by providing clerical and secretarial support.
- Examined, scanned and input documents in software system.
- Ran reception areas by greeting visitors and responding to telephone and in-person requests for information.

## OBJECTIVES

Driven professional with background in sales, customer service and operations management across diverse industries. Highly skilled at fostering relationships with customers to increase loyalty and retention while improving satisfaction levels. Seeking to leverage strong target achievement to progress within growing company.

## EDUCATION

### Bachelor of Science In Information Technology

University of Cebu  
Cebu City Philippines  
2006, Graduate

## SKILLS

- Cash handling
- Customer service
- Team player
- Complaint Management
- Interpersonal communication
- Leadership
- MS office
- International funds transfers
- Attention to Detail
- POS System
- Upselling expertise
- Stock counting
- Product knowledge
- Merchandising
- Lead generation
- Strong problem solving

## PERSONAL DATA

**Nationality:** Filipino

**Language:** English, Tagalog,  
Basic Arabic

**Religion:** Roman Catholic

**Status:** Single

**Visa Status:** Cancelled