

# Jenny Lou Obusa Llameg

Customer Sales Representative



Completed Bachelor of Business Administration with a Major in Financial Management. Currently working in PinkFig Boutique as a Sales Market Salesperson. Also having 4 years of experience as a Customer Service Agent in Lulu Group. Highly motivated individual who is energetic and a team worker. Seeking for a job in a well reputed organization where I can utilize my skills and knowledge more efficiently and effectively.

## EDUCATION

Bachelor of Science in Business  
Administration major in Financial  
Management

Bato Institute of Science &  
Technology  
May 2014 - May 2015

## SKILLS

- Excellent Communication
- Computer Literacy
- Problem Solving
- Team Worker
- Leadership Qualities
- Bilingual
- Quick Learner

## LANGUAGE

English - █ █ █ █

Tagalog - █ █ █

Bisaya - █ █ █

## SEMINARS

- Victorious Korean Language and Technology Center (Rodriguez Cubao Branch)
- Know your Currency and Counterfeit Detection (Holy Child Parish Pastoral Center, Bato, Philippines)
- Civil Welfare Services (Bato, Philippines)

## WORK EXPERIENCE

### Sales Representative

PinkFig Boutique LLC (Abu Dhabi, U.A.E) 28/09/2022 - Present

- Provide proper information about products kept for sale.
- Pack and Courier items that have been purchased by customers.
- Earned Solid Shopify Experience
- Answering customers inquiry both social media and emails.
- Accounting Transactions, Excel, Generate leads.
- Meeting or exceeding sales goals.
- Prepare weekly and monthly reports.
- Giving sales presentations to diverse customers.

### Front Desk Receptionist (Temporary)

World of Music & Dance Institute (Abu Dhabi, U.A.E)  
15/02/2022 - 15/04/2022

- Notifies company personnel of visitor arrival
- Serves visitors by greeting, welcoming, and directing them appropriately.
- Operates telecommunication system by following manufacturer's instructions for house phone and console operation.
- Keeps a safe and clean reception area by complying with procedures, rules, and regulations.

### Customer Service Agent / Cashier

EMKE Group - Lulu Hypermarket (Dubai, U.A.E)  
16/01/2018 - 16/01/2022

- Keep records of customer interactions, process customer accounts and file documents.
- Follow communication procedures, guidelines and policies.
- Provide accurate, valid and complete information by using the right methods.
- Build sustainable relationships and trust with customers through open and interactive communications.
- Manage large amount of incoming calls.

## PERSONAL DETAILS

D.O.B : 24<sup>th</sup> September 1994  
Sex : Female  
Passport : P5648406B  
Nationality : Philippines  
Civil Status : Single  
Contact : +971-547470998  
/ 0581691436  
E-mail : jennysapphire24@gmail.com

## REFERENCES

### **Lulu Hypermarket**

customercare@luluhypermarket.com  
04-22982001

### **Catarina Aguana**

Supervisor – Lulu Hypermarket  
+971-556979143

### **Anna Jamaybay Bayhon**

Supervisor – PinkFig  
+971-506891936

- Manage transactions with customers using cash registers.

## Cashier

SSMI Cherry Congressional Hypermarket (Quezon City, Philippines)

16/11/2016 – 24/05/2017

- Manage transactions with customers using cash registers.
- Handle merchandise returns and exchanges.
- Bag or box packages.
- Greet customers when entering or leaving the store.
- Redeem stamps and coupons.
- Issue receipts, refunds, and tickets.
- Collect payments whether in cash or credit.
- Scan goods and ensure the prices are accurate.

## Customer Service Representative / HR Assistance

DSF Consolidated Freight Services Inc. Agent of Altron Logistics Singapore) (Cebu City, Philippines)

16/05/2015 – 17/05/2016

- Import and Export Logistics/ Cargoes
- Handle Both local and international shipment
- Answering calls both inbound and outbound
- Receiving payments both cash and cheques
- Accounting transactions
- Making bookings through shipping companies
- Sending emails both local and international
- Handle customers complains etc.