



Anne Kimberly C. Galutan

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Objective

Seeking a position where i can efficiently contribute my knowlege , skills and abilities for the growth of the organization and build my professional career with dedication and hard work .

Skills

- Customer Service
- Cash handling
- Attention to detail
- Computer Literate
- Conduct product demonstrations and presentations
- Multitasking Skills
- Problem Solving
- Time management
- Team work
- Eager to Expand Knowledge

Languages

- Tagalog
- English
- Basic Arabic

Work Experience

- **DON VAPES ELECTRONIC CIGARETTES - ABU DHABI UAE** January 2021 - March 2025
(SALES REPRESENTATIVE)
 - Greeted incoming customers in a professional manner and provided friendly, knowledgeable assistance.
 - Assisted customers with inquiries, offering exceptional support and product demonstrations to drive engagement.
 - Promoted new items and special offers, boosting sales and customer loyalty.
 - Managed cash and card transactions, ensuring precise sales processing and financial accuracy
 - Processed returns and exchanges, enhancing overall customer satisfaction and retention.
 - Generated comprehensive daily, weekly, and monthly sales reports for efficient financial tracking.
 - Conducted inventory checks, ensuring stock accuracy .
 - Maintained organized administrative paperwork to streamline operations.
 - Generated and submitted detailed sales reports for financial accuracy.
 - Handled customer inquiries and ensured outstanding service satisfaction.
 - Inventory and check expiry dates
 - Explained product benefits maximising customer engagement while driving sales.
 - Demonstrated product usage and features to customers.
 - Requested and checked customer IDs at checkout for age-restricted products
 - Managed phone calls, resulting in effective communication flow within the company.
- **ASIAN INASAL RESTAURANT - ABU DHABI UAE** March 2018 - January 2021
(CASHIER AND SECRETARY)
 - Manage cash and Card transactions
 - Receiving payments and issuing receipts
 - Promoting and upselling food services
 - Answering customers inquiries, Handling customers service and complaints
 - Inventory and Calculating month end report, expenses and online transactions
 - Manage in editing promotions banner using adobe photoshop
 - Handling administration and paperworks
 - Keep updated records of office expenses and costs
- **SIGNAL TV - BINANGONAN COMPLEX PHILIPPINES** July 2017 - January 2018
(RECEPTIONIST)
 - Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
 - Answering screening and forwarding incoming phone calls. Receiving and sorting daily mail.

- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Perform other clerical receptionist duties such as filing, photocopying, handling administration and paperworks .

- **SIGNAL TV - SM ANGONO PHILIPPINES** December 2016 - June 2017
(SALES PROMOTER)
 - Responsible for creating brand awareness, engaging with customers, and driving sales.
 - Demonstrating and providing information on promoted products/services.
 - Distributing brochures, flyers etc. to source new sales opportunities
- **SAVEMORE SUPERMARKET - PHILIPPINES** May 2016 - November 2016
(CASHIER)
 - Managing cash and card transaction , scanning items .
- **MCDONALD'S - PHILIPPINES** October 2015 - April 2016
(CASHIER)
 - Manage cash and Card transactions and Promoting and upselling food services.
- **TRIBAL CLOTHING BRAND - PHILIPPINES** September 2014 - September 2015
(SALES ASSOCIATE)
 - Welcoming customers with a friendly demeanor, offering product information, and assisting them in finding items.

Personal Details

- Date of Birth : 08/07/1997
- Marital Status : Married
- Nationality : Filipino
- Gender : Female

Education

- **Philippine Best Training System College** February 2013 to February 2015
Bachelor of Science in Information Technology (BSIT)
Tertiary
- **Vicente Madrigal National High school** January 2009 to January 2013
Secondary



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