# CURRICULUM VITAE C:\Users\Public\Pictures\Downloads\photo (5).JPG

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| **LEAH MARIE G. ESTORCO****Ajman, U.A.E.****Mobile: +971 568253470****Email :** **leah.estorco@gmail.com** |  |

Career Objective:

To work in progressive organizations which is can expand all my knowledge and provided me exciting opportunities to utilize my skills and qualification to

produce result fidelity.

Skills

-Capable of working independently without any supervision.

-In depth knowledge of various cosmetics.

-Client handling and communication.

-Up to date knowledge of latest cosmetic products and tools.

-Hard working, flexibility, adaptability and willingness to learn new skills.

-Honest and Persistence.

-Proficiency in POS System.

**Work Experience:**

**Beauty Advisor/Consultant (3years work experience)**

 **Soffio Masters Cosmetics Italia Milano**

**Make-up promoter and cashier (POS System)**

**Date Hired: April. 2013 – June. 11 2016**

**Company Name: Soffio Masters F.Z.E**

**Place: Ajman China Mall / Dragon Mall Dubai**

**Duties and Responsibilities for (Beauty Consultant/Makeup promoter)**

Our main responsibilities as a beauty advisor are:

- Responsible to welcome customers as they arrive with a smile.

- Ask customer how they can be helped.

- Provide customers with product information that they need.

- Demonstrates how the product is to be used, provide excellent answer for what the customer questions.

-Help customers find the products that suited their needs, suggesting products, explaining how the products work and demonstrating how to use the product.

- Offer the product with knowledge make up application and beauty tips.

-Be accurate for what the customer needs, has ability and strategy to promote the beauty product.

-Handle new launches, promotion of product and various merchandising.

- Achieve the sales target and focus on increasing sales by using advance sales techniques.

-Deliver customer services in a courteous manner.

-Achieves 100% execution on assigned work, and communicate the features and benefits of the product.

- ensure stocks are well arranged and keep clean in the stock shelves, clean floors and organize sales area.

## Duties and Responsibilities for (cashier)

Receive payment by cash, check, credit cards, vouchers, or automatic debits.

-Greet customers in entering the establishments

-Capable to handle money promptly and precisely that includes receiving money from consumers and returning back the appropriate change.

-Maintain an awareness of all promotions and advertisements

-Issue receipts, refunds, credits, or credits change due to customers

Sales and promoter / Merchandiser

Date Hired: **Feb. 2008 –Dec. 2012**

Company Name: **Nailstation Paris / Baz Perfumes and Cosmetics**

Places:

-Mall of Emirates Dubai U.A.E.

-Jumeirah town Centre,Dubai, U.A.E.

-Jumeirah Mercato Mall, Dubai, U.A.E.

-Sahara Centre, Sharjah, U.A.E.

Duties and Responsibilities (Sales and Promoter)

-Promotes sales and service to customer.

-inform the customers of any sales promotions that currently underway or happening in the near future.

- Demonstrates how the product is to be used, provide excellent answer for what the customer questions.

-Responsible to greet the customers and promote products

-Be accurate for what the customer needs

-Deliver customer services in a courteous manner.

-Achieves 100% execution on assigned work, and communicate the features and benefits of the product.

-Has desire and ability to proactively intercept, engage, interact and sell

**Duties and Responsibilities (Merchandiser)**

-To know what’s new on the markets, what the customers will like trends fashionable and which products will make profitable.

-Helping with the promotions and advertising campaigns.

-In charge of creating eye-catching product display and informing store staffs about new products.

-Travel to different Malls to discuss how well stocks selling.

- Checking the products on the display if there’s any barcodes also checking the expirations date and arrange it well.

-Transferring and receiving good items, receiving stocks and making monthly inventory.

-Regularly checking the merchandise on display and in stock to ensure proper safekeeping and recording.

Educational Background:

2000-2002 : Undergraduate Midwifery Course at (Central Visayas College)

1994-1998 : Studied at Infant king Academy Negros Oriental (Secondary )

1988-1994 : Studied at Central School Negros Oriental ( Elementary)

Personal Data:

Civil Status :Single

Sex :Female

Date of Birth :May 11 1981

Citizenship :Filipino

Religion :Catholic

Language :English, Tagalog, can understand and speak basic Arabic

self-motive, Independent, Responsible, Trustworthy, Hardworking, Easy learner, can work under time pressure, Time management skills, observes deadlines.