



QUENNIE MALLARI

Sales Admin Associate

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ABOUT ME

Proactive and customer-oriented professional with over 8 years of experience in sales, retail and pharmacy operations. Skilled in customer service, order processing and complaint resolution, with a proven track record of delivering accurate documentation and efficient support in fast-paced environments. Recognized for strong communication skills, adaptability and commitment to team and organizational success.

EDUCATION

2010-2015
Tarlac State University **Bachelor of Arts Major In English**

EXPERIENCE

2022-2025
Real Store General Trading LLC
Sales Admin Associate
Processed purchased orders, verified details, and issued invoices with high accuracy.
Handled returns and exchanges, ensuring compliance with policies and customer satisfaction.
Compiled monthly sales reports for management decision making.
Responded to customer inquiries promptly and directed feedback to relevant departments.

2016-2022
Central Luzon Drug Corp.
Cashier/Pharmacy Assistant
Supported the Pharmacist in preparing and dispensing prescriptions, assuring accuracy and compliance.
Assisted Customers with product inquiries and payment transactions (cash, credit, vouchers,debit)
Maintained stocks levels and organized inventory efficiently.
Delivered consistent customer service by addressing queries and providing product guidance.

SKILLS

- Customer Service and Complaint Resolution
- Sales and Administrative Support
- Order Processing and Reporting
- Pharmacy and Retail Assistance
- MS Office and Windows Proficiency
- Written and Oral Communication

LANGUAGE

- English and Filipino