



HEIZEL VIVIEN DATINGUINOO

SALES REPRESENTATIVE

📍 Al Ain Abu Dhabi, Al Ain, United Arab Emirates

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ABOUT ME

A highly motivated and customer-focused individual with proven success in sales and customer service. My experience includes roles as a Sales Representative/Cashier, providing exceptional customer assistance and handling all customer needs. Proficient in data entry, managing daily and monthly sales records, and inventory management. My background also encompasses fast-paced environments, demonstrated through roles as a service crew member and waitress/cashier, developing strong customer service skills and maintaining a clean and sanitized work environment.

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SKILLS

EXCELLENT CUSTOMER SERVICE SKILLS

GOOD COMMUNICATION

LEADERSHIP SKILLS

ABILITY TO WORK IN HIGH STRESS ENVIRONMENT

HIGH PERSONAL INTEGRITY

TIME MANAGEMENT

FLEXIBILITY

PC BASED SKILLS TO OPERATE WINDOWS PACKAGE (MICROSOFT WORD/EXCEL/E-MAIL)

LANGUAGES

ENGLISH

BASIC ARABIC

PERSONAL DETAILS

Date of birth
14 Nov 2001

Nationality
Filipino

WORK EXPERIENCE

VIP XEROXING & STATIONERY

Al Ain
Sep 2022 - Present

Sales Representative

- Generated precise daily/monthly sales reports and managed inventory, ensuring optimal stock levels.
- Processed all payments accurately, providing exceptional customer service and resolving billing inquiries.
- Successfully managed high call volumes, consistently exceeding customer expectations.
- Provided insightful sales performance and market trend analyses to upper management.
- Efficiently managed new product onboarding and data entry.
- Developed and maintained strong client relationships.
- Collaborated with team members to achieve sales goals.
- Greeting and assisting the customer

MCDONALD'S

Bauan, Batangas
Jan 2020 - Feb 2021

Service crew

- Maintained a spotless service area, ensuring optimal customer experience.
- Expertly prepared and served a wide range of beverages.
- Consistently delivered exceptional customer service, exceeding guest expectations.
- Proactively addressed and efficiently resolved customer concerns, demonstrating problem-solving skills and adherence to company policy.
- Handled customer inquiries and complaints professionally.
- Took accurate customer orders.
- Maintained a positive and friendly attitude.

TREE HOUSE

Bauan, Batangas
Sep 2018 - Mar 2019

Waitress/Cashier

- Proficient in POS system operation.
- Maintained clean and organized dining area.
- Efficiently processed payments and handled billing.
- Provided excellent guest service and table management.
- Offered knowledgeable menu recommendations.
- Handled customer orders and inquiries professionally.
- Worked collaboratively with other team members.
- Managed cash handling and balancing procedures.

EDUCATION

BAUAN EAST CENTRAL SCHOOL

Bauan, Batangas
2014

Primary

- Awarded for academic excellence
- Primary course: Top performer, exceeding expectations.

BAUAN TECHNICAL HIGH SCHOOL

Bauan, Batangas
2018

Secondary

- NCII Holder Major in Cookery

BAUAN TECHNICAL HIGH SCHOOL

Bauan, Batangas
2020

Senior High School

- Humanities and Social Sciences - HUMSS