

Arabelle I. Magan

Al Satwa Dubai UAE

Mobile Number: 058 112 0363

E-mail: arabelle.magan@gmail.com



Profile:

I am an enthusiastic, self-motivated, reliable, responsible and hard-working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

PROFFESIONAL EXPERIENCES:

Cashier (2022 – 2023)

Al Diyafah Gifts Center

Dubai

- Provides a positive customer experience with fair, friendly, and courteous service
- Registers sales on a cash register by scanning items, itemizing and totalling customers' purchases
- Bags purchases if needed
- Processes return transactions

Receptionist (January 2022 – June 2022)

Living Room by Iwona Spa

Dubai

- Greeting of all guests, answering phone calls
- Assisting guests with questions regarding spa services and products, booking all appointments
- Checking the guest into the computer system and charging for services performed.

ESL Online Teacher 2019-2021

51Talk

- Prepare classroom and course materials
- Assign homework and exams
- Grade students' assessments
- Create individualized plans for students with special requirements like learning disabilities

Associate Trainer 2015-2019

CNC BPSMC

Kalaw Avenue Ermita, Manila Philippines

- Train all aspiring applicants to be a customer service representative
- Administer working of all staff and recommend continuous improvement in quality of services and provide training to production team
- Administer everyday training program and track all student data in an accurate manner and ensure achievement of all quality targets by team

Au-pair 2006-2012

(Norway and Denmark)

- Responsible for providing high-quality physical and emotional care for a toddler while encouraging their social and educational development
- Read stories, organize games, and play with children
- Provide safe and secure environment

Cashier 2005-2006

Walter Mart Rosario Cavite Philippines

- Provides a positive customer experience with fair, friendly, and courteous service
- Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers.
- Balances cash drawer by counting cash at beginning and end of work shift

Office Assistant 2004-2005

HTI EPZA Rosario Cavite Philippines

- Maintaining files and dealing with other administrative support tasks
- Keeping an inventory of office supplies and ordering new ones as necessitated
- Answering phone calls and taking messages

Production Operator 2003-2004

VCM EPZA Rosario Cavite Philippines

- Assembling products and parts.
- Following production guidelines and specifications.
- Finalizing and packaging products for shipment.
- Operating and maintaining machinery and production line equipment.
- Monitoring the assembly line and removing faulty products.
- Working on the production line and meeting production targets.
- Reporting any issues to the supervisor on duty.

EDUCATIONAL ATTAINMENT:**ELEMENTARY**

Felipe Calderon Elementary School
Tanza, Cavite Philippines 1994

SECONDARY

Tanza National Comprehensive High School
Tanza, Cavite Philippines 1998

COLLEGE

San Sebastian College Recoletos de Cavite
Bachelor of Science in Business Administration
Major in Business Management
Cavite City Philippines 2003