**NOIME MIRANDA CALICA**

**Address:**

​

Manama, Kingdom of Bahrain

**Mobile No**

​

**. +97335432382**

**Email:**

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mirandanoime27@gmail.com

**Passport No.**

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**P1738582A**

**With Valid Bahrain Driving License**



# OBJECTIVE

*To strive for a challenging job in a progressive organization, where I can contribute and build my professional career along with the growth of organization and to give the best of my qualification, experience and abilities.*

# EXPERIENCE

## ► Alireza Group ADIDAS Brand Sports (Sales Executive) June 2019 – June 2020

*Oasis Mall Ju*​*ff*​*air*​**,** *Bahrain*​

•Operating POS

•Ensure pricing is correct.

•Maintain inventory and ensure items are in stocks.

•Handle costumer questions, complaints and issues.

•Always provide a positive attitude.

•Maintain store cleanliness.

## ►Ansar Gallery – Cosmetics Department (Sales Associate) June 2018 – May 2019​

*Tubli, Kingdom of Bahrain*

•Operating POS

•Provide customers with pricing information and assist them in locating items.

•Assist costumer’s needs.

•Follow and achieve sales goals

•Wraps or bags merchandise for costumers.

•Reporting to the superiors the losses (if any) or damaged products, as well as all the complaints of the costumers.

## ►Jasim Eid Industrial Maintenance (Asst. Sales Supervisor) ​ ​ Nov. 2016 to Sept. 2017​

*Tubli, Kingdom of Bahrain*

•Operating POS

•Evaluate on-the-job performance.

•Maintain inventory and ensure items are in stocks.

•Maintain store cleanliness.

•Organize and distribute staff schedules.

•Handle costumer questions, complaints and issues.

## ►Jasim Eid Saleh EST (Asst. Sales Supervisor)​ ​ Nov. 2014 to Nov. 2016​

*Tubli, Kingdom of Bahrain*

•Operating POS

•Manage retail staff

•Ensure pricing is correct.

•Train and discipline employees.

•Answer the costumer's queries.

•Maintain neat and clean work area

## ►Bu ​ Huda Cosmetics (Sales Associate) Nov. 2012 to Nov. 2014​ *Tubli, Kingdom of Bahrain*

•Operating POS

•Provide customers with pricing information and assist them in locating items

•Asses costumers needs.

•Follow and achieve sales goals.

•Wraps or bags merchandise for customers

## ►Natural Born Divers (Receptionist)​ ​ May 2011 to Oct. 2012​ *Sabang, Puerto Galera Oriental Mindoro*

•Maintain store cleanliness.

•Answer telephone calls.

•Answer guest quires in a polite and helpful manner

•Monitoring logbook.

## ►White Beach Hotel and Restaurant (Waitress)​ ​ Jan. 2011 to April 2011​ *White Beach, Puerto Galera Oriental Mindoro*

•Greet every customer with a warm smile

•Assist the customers.

•Ask them where they want to sit and give assist them.

•Take the costumers order.

•Answer guest quires in a polite and helpful manner

•Always provide a positive attitude

## ►De Galera Restaurant (Waitress)​ ​ March 2010 to Dec. 2010​ *White Beach, Puerto Galera Oriental Mindoro*

•Greet every customer with a warm smile

•Receive food and drink order; serve customer request to the standards required

•Serving dishes to customer at tables

•Ensure timely delivery of all food and beverage items to customers

•Making recommendations from the menu if requested

•Answer guest quires in a polite and helpful manner

•Always provide a positive attitude

# EDUCATION

## ►PHOTOGRAPHY BASICS​

*INMA – Filipino Institute, Bahrain*

*December 2016 – January 2017*

►**INFORMATION**​ ​ **TECHNOLOGY**​ ​ **BASICS**​

*INMA – Filipino Institute, Bahrain*

*December 2016 – January 2017*

## ►SECONDARY​

*Puerto Galera National High School*

*Puerto Galera, Oriental Mindoro, Philippines*

*June 2007 – April 2011*

►**ELEMENTARY**​

*Puerto Galera Central School*

*Puerto Galera, Oriental Mindoro, Philippines*

*June 2001 – March 2007*

# SKILLS

▪*Computer – literate*

▪*K.P.I Knowledge*

▪*Ability to work under pressure*

▪*Time management*

▪*Adaptability, fast learner, self-motivation*

▪*Good communication*

# PERSONAL INFORMATION

**BIRTH DATE:** ​ ​*September 13, 1992*

**AGE:**​ ​*27 yrs.*

**HEIGHT:** ​ ​*5'0*

**CIVIL STATUS:**​ *Single*​

**GENDER:**​ ​*Female*

**NATIONALITY:**​ ​*Filipino*

*I hereby certify that the information are true and correct to the best of my knowledge.*

**Noime Miranda Calica**

APPLICANT