



Lynn Lucban Murchante

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OBJECTIVE

To be a competitive individual as performing efficiently where I can utilize my knowledge and skills in contribution to the success of the organization through my exceptional skills and experience.

GOOD QUALIFICATIONS

- ❖ Exceptional versatility and adaptability.
- ❖ Hard working individual.
- ❖ Excellent communication and team-building skills.
- ❖ Ability to manage multiple task in a pressured environment
- ❖ Ability to monitor and leads a working team.
- ❖ Skilled, organized, fast learner, trustworthy, independent
- ❖ Strong desire to acquire new knowledge.
- ❖ Highly reliable and well organized.
- ❖ Ability to work accurately and deal with high workload.
- ❖ Good interpersonal skills.
- ❖ Hard working and enjoy taking up new challenges.
- ❖ Professional with pleasant personality.
- ❖ Creative and avid learner.
- ❖ With sense of responsibility.
- ❖ Honest, reliable and resourceful.

PROFESSIONAL SKILLS

Interpersonal and Teamwork Skills

- ❖ Entrusted to process confidential employee records
- ❖ Interacted with a wide variety of nationalities

Customer Service

- ❖ Interacted efficiently with clients
- ❖ Responsible for daily sales transactions
- ❖ Attending to clients appointment thru extensive professional telephone techniques
- ❖ Deal with complaints and respond effectively

Procurement Officer

- ❖ Product Purchases
- ❖ Data Handling
- ❖ Communication With Suppliers

Computer Skills

- ❖ Proficient in using personal computer skills program such as MS Office applications WORD, EXCEL, POWERPOINT and OUTLOOK, Internet surfing, Supply Chain, EDSS/NCR, POS.

EMPLOYMENT HISTORY

Retail Coordinator/ Brand Coordinator / Admin Assistant
UAE Operations/ ARABESQ/ DIVAN PATISSERIE
Abu Issa Brothers Investment, Dubai, United Arab Emirates
November, 2013- March, 2018

- ❖ Working on Supply Chain for extracting data for reports on sales presentations, consolidation and analysis of data.
- ❖ Assist in Retail Inventory Management process- receiving discrepancies, transfers, physical inventories, cycle count development, and negative on-hand resolution.
- ❖ Support current and future real estate and lease management tasks facilitating approval/revision process, reporting, renewals, etc.
- ❖ Manage invoicing process between Retail and Finance.
- ❖ Maintain design production timelines that will ensure targeted deliveries for the merchants.
- ❖ Analyze selling history in order to maximize future sales and margins, report monthly to the Brand Manager regarding the target sales of all shops.
- ❖ Prepare the Local, Foreign ordering and negotiated contracts with vendors.
- ❖ Managing inventory of assets and supplies, monitoring critical of stocks, sourcing for supplies and submitting invoices. Managing files.
- ❖ Follow up to the Finance regarding payments make sure that the cheque or cash will process on time for Local and Foreign Suppliers.
- ❖ Understand how to see the merchant's vision of brands. Coordinate e-mail and web-site marketing with ecommerce team.
- ❖ Updating the purchase budget and the remaining budget for all the brands.
- ❖ Coordinating to all suppliers, logistic team and warehouse regarding orders and shipment, make sure that products received in a good condition and complete.
- ❖ Coordinating between departments and operating units in resolving day to day administrative and operational problems

Cashier/ Sales

- ❖ **Arabesq- Abu Issa Brothers Investment**
Dubai Mall, Dubai United Arab Emirates
From: May 2011- October 2013
- ❖ **Zalatimo/ Gold Gourmet/ Godiva- Abu Issa Brothers Investment**
Doha, Qatar
From: August, 2009 to April, 2011

Food Server

- ❖ **Tony Roma's Restaurant- International Trading Franchises L.L.C**
Batutta Mall, Dubai, United Arab Emirates
From: February 2008 – October 2008
- ❖ **Pancake House- BF, Paranaque City, Philippines**
From: November 2006 – January 2008
- ❖ **Hap Chan Tea House- Sucat, Paranaque City, Philippines**
From: May 2006 – October 2006
- ❖ **Pancake House -Pasay City, Philippines**
From: March 2004 – April 2006

- ❖ Provide immediate warm and friendly greetings to the guest.
- ❖ Follows procedure on the standard serving of all products, maintain consistency in order taking and food serving.
- ❖ Implement of marketing promos, suggestive selling, and handling a guest complain politely and informed Supervisor.
- ❖ Provide service excellence to the guest consistently.
- ❖ Taking the guest orders, keeping them organized and timing the course of service for your guests.

Pantry Girl
Max's Restaurant
Sucat, City, Philippines
From: June 2003 – November 2003

- ❖ Cleans, cuts, and otherwise prepares food for cooking in the kitchen.
- ❖ Organizes pantry, receives direction from Chef or Cook.
- ❖ Understand simple mathematical calculations in order to follow recipes. Follows recipes and/or product directions for proper food preparation.
- ❖ Ensures proper food handling procedures are followed wrapping, labeling, dating, and stocking, storing, rotating and checking temperature of products.

ACHIEVEMENTS AND AWARDS

- ❖ **Promoted as Brand Coordinator-** Promoted as Brand Coordinator in Arabesq.
- ❖ **Heart of the House-** In Recognition of Exceptional Dedication and Support in Arabesq Operations.
- ❖ **Employee of the Month of August, 2008 & Best Seller of the Week** - International Trading Franchises LLC Tony Roma's Restaurant (Batutta Mall).

EDUCATION

Associate in Hotel and Restaurant Management
 University of Perpetual Help Rizal Delta System
 Times Village, Pamplona Las Pinas City – Philippines
 June 2000-April 2003

PERSONAL DATA

- ❖ Date of Birth: March 9, 1983
- ❖ Nationality: Filipino
- ❖ Visa Status: Employment
- ❖ Religion: Catholic
- ❖ Age: 35 years Old
- ❖ Status: Single