JUAN



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CAREER SUMMARY

A self motivated sales professional with extensive experience in sales, merchandising, cashiering and stock control. A passion for developing customer relations and high energy levels contribute to outstanding customer service. Excellent communication skills and a commitment to team work result in exceeding sales quotas.

HIGHLIGHTS:

● Multitasking Ability ● Customer Service Skills

● Document management ● Cashier Management

● Administrative support ● Client Coordination

● Strong interpersonal skills ● MS Office Literate

● Competitive Analysis ● Team Leader/management

WORK EXPERIENCE

TAQADO MEXICAN KITCHEN LLC COMPANY U.A.E

SENIOR CREW *November 13, 2013 – Feb 23, 2016*

Responsibilities :

● Inspect around restaurant area and ensures cleanliness, check all the equipment before living the store.

● Received and distributed faxes and mail in a timely manner.

● Responsible to manage customers files, all employees files and all important documents

● Responsible to analyze all stores daily sales and make a summary report.

● Check the quality and temperature of food before putting on the Bain Marie

● Processed customer payments by cash, check and credit card

● Maintain sales records for inventory

●Responsible for overall admin documents and preparing standard documents for audit like petty cash, daily sales records, banking records, overall accounts work and staffs document

BENCH COMPANY PHILIPPINES

SENIOR SALES REPRESENTATIVE *July 2012 – July 2013*

Responsibilities :

● Processed customer payments by cash, check and credit card..

● Handle customer returns and processed refunds.

● Calculate sales prices and worked with floor associates to correct issues.

●.Ensured sales staff embraced company standards and customer-centric culture, fostered positive customer experiences, and maximized growth.

● Delivered efficient service while maintaining a friendly and professional manner.

● Train the team to focus on complete customer satisfaction and maintaining customer relationships.

NEPO MALL ROBINSON PHILIPPINES

Senior Cashier/ Sales Representative *May 2011 – May 2012*

Responsibilities :

● Processed customer payments by cash, check and credit card..

● Handle customer returns and processed refunds.

● Maintain of accurate customer database of industry contacts for mailings, reporting and marketing programs

●Maintain sales records for inventory

●Managing day to day running of the establishment and making sure that high standard of customer service

● Delivered efficient service while maintaining a friendly and professional manner.

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RCS SUPERMARKET PHILS. INC.

MERCHANDISER *March 2010 – March 2011*

Responsibilities: ●Incharge to the inventory of the stock in warehouse.

●Incharge to display of the stock inside the supermarket

●Understanding the customer’s needs through effective listening and questioning skills

●Using negotiation and influencing skills to overcome objections and gain the customer’s buy – in

● Check expiry date of the product

EDUCATION:

●**BACHELOR OF SCIENCE IN COMPUTER TECHNOLOGY (2005-2009)**

MEGABYTE COLLEGE OF TECHNOLOGY

(MABICAL FLORIDABLANCE PAMPANGA)