James

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**PERSONAL PROFILE**

My career objective is to work for a dynamic yet a creative team that will allow me to touch the deepest of my minds to bring the best of me. I love to learn new things and will do everything to research while understanding the real tasks set for me. I am a determined and hardworking individual, aspiring to start a career with a high profile organization where I can maximize my creative skills to achieve corporate goals.

**SKILL and QUALITIES**

* Positive Work Attitude
* Excellent Time Management
* Flexible attitude
* Multi-tasking
* Interpersonal Skills
* Assertiveness
* Good sense of humor
* Providing a Customer Focused Telephone & Face to Face Service
* Excellent Attention to Detail

**WORKS EXPERIENCE**

**Store In-charge**

Expressions – Al Safeer Group of Companies

Nov. 11, 2013 up to present

**Duties**:

* Receive, distribute and maintain adequate quantities of stocks at all times;
* Maintain optimal stock levels;
* Inform the purchase department well in advance about the items that reach the re- order level to order from supplies;
* Review physical inventories periodically;
* Maintain stock and consumption records;
* Check incoming materials for quality, and quantity against invoices, purchase orders and packing slips or other documents;
* Make clear notes on the receipt of the items against each invoice;
* Keeps and updates records of good received and issued;
* Compiles report of expenditure, and monthly stock report.
* Disposes of expired and waste stock according to the current procedure;
* Perform related duties and responsibilities as assigned;
* Make reports for daily and monthly sales.
* Ensure that administrative systems and procedures are suitable for efficient store operations.
* Provide effective leadership and guidance at all times.

**Room Attendant/Bell man**

Cravings Hotel & Restaurant

March 11, 2011- July 15, 2011

**Duties**:

* Assisted guests with luggage to their rooms promptly as checked in and checked out.
* Promoted all hotel functions and facilities.
* Removed trash and other wastes from lobby area.
* Served as valet parking attendant as needed.
* Checked laundry and dry cleaning in and delivered it to the room.
* Delivered all provisions to guests’ rooms.
* Make beds; dust all surfaces, vacuum, clean toilets, bathtubs, mirrors and bathroom.

**Sales Representative**

Guess California Clothing Inc.

August 2004 to July 2009

**Duties**:

* Responsible for the actual selling of merchandise in the assigned area.
* In-charge in settings of display items and sees to it that merchandise is properly and attractively displayed according to the guidelines set and corrects packaging.
* Conducted inventory report and sales report required by the company in the given deadline by submitting it on time.
* Recorded sales and order information and sending copies to the sales office, or entering into a computer system;
* Interact with customers to provide information in response to inquiries about services and products.
* Reviewing own sales performance, aiming to meet or exceed targets;
* Represent company’s products in a truthful yet favorable light to the customers.
* Coordinates to the manager related to the item, which is moving, & none moving.
* Listening to customer requirements and presenting appropriately to make a sale
* Challenging any objections with a view to getting the customer to buy;
* Advising on forthcoming product developments and discussing special promotions;
* Making sure the quality of goods on display and in stock are perfect;
* Making accurate, rapid cost calculations and providing customers with prices
* Attending team meeting and sharing best practice with colleagues.
* Consolidating daily sales report to the Manager.

**EDUCATIONAL QUALIFICATION**

College: Bachelor of Science in Marine Transportation

St. Therese MTC College

**PERSONAL DETAILS**

Civil Status: Married

Nationality: Filipino

Height: 5’6”

Notice period: 1 month

**Languages spoken:**

English: Fluent

Tagalog: Fluent

*I hereby certify that the above information is true and correct to the best of my knowledge and*

*belief. I am willing to undergo interview and training to be conducted by the company to full*

*extent of capabilities and knowledge.*