Irish

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**HIGHLIGHTS OF QUALIFICATION⮟**

* Bachelor of Science in Environmental Science

And Technology

* Customer service oriented
* Excellent communication skills & desired to sell.
* Confident and self-motivated
* Computer literate (MS Word, MS Excel MS PowerPoint, MS Access & MS Outlook).
* Proven ability to work under pressure.
* Fast learner, eager to take on new challenges.
* Leadership skills
* Can do multiple task / things at the same time.
* Developed the ability to work in a fast paced atmosphere

**OBJECTIVE ⮟**

*To work on establishment that will offer opportunities to enhance more my communication skills and contribute to my professional and personal growth, contributing also to workplace and development of the organization in the true spirit and atmosphere of mutual respect, cooperation and service.*

**WORK EXPERIENCE** ⮟

Period : November 2013-January 2016

Organization : **Dubai**

Designation : Sales Executive/Sales Specialist

Visa Status : Transferable Visa/Finish Contract

Duties and Responsibilities:

* Promote sales by assisting customers and offering suggestions.
* Search for and communicate with potential customers and use several techniques to identify their needs in order to sell Phones, Computer and Mobile Accessories, products and supplies.
* Contribute to a high level of store presentation and standards.
* Actively contribute to the stores targets.
* Utilize product and accounts collections and acknowledge to promote sales.
* Gain sufficient information on accessories, products and services being introduced to the customer.
* Responsible for ensuring store appearance is clean and presentable at all times.
* Enter register transactions accurately.
* Takes the initiative and ensures that all tasks and assignments are accomplished regardless of time factor.

**WORK EXPERIENCE** ⮟

Period : January 2013-July 2013

Organization : **Philippines**

Designation : Time Keeper

Duties and Responsibilities:

* Compiles employees' time and production records.
* Reviews timesheets, work charts, and timecards for completeness.
* Calculate time worked and units produced by piece-work or bonus work employees, using calculator or computer, and be designated Time Checker or Work Checker.
* Locate workers on jobs at various times to verify attendance of workers listed on daily spot sheet
* Interviewing employees to discuss hours worked and pay adjustments to be made and be designated Pay Agent.

**WORK EXPERIENCE** ⮟

Period : June 2012-December 2012

Organization : **Mendrez, Limketkai Cagayan De Oro City**

Designation : Sales Associate/Cashier

Duties and Responsibilities:

* Costumer service with good sense of humor.
* Managing inventory everyday.
* Arrange the product display areas in a visually appealing manner.
* Assist in keeping the store and stock area clean and orderly.
* Execute operational and sale techniques while extending outstanding services to customers.
* Tendering cash and handle payments: cash, debit cards and credit cards.

**WORK EXPERIENCE ⮟**

**Period :** November 2011-May 2012

**Organization : Savemore HyperMarket,**

**Designation : Cashier**

**Duties and Responsibilities**

* Greet customers entering establishments.
* Receive payment by cash, check, credit cards and automatic debits.
* Maintain clean and orderly checkout areas.
* Calculate total payments received during a time period, and reconcile this with total sales.
* Compute and record totals of transactions.

**WORK EXPERIENCE ⮟**

**Period :** April 2010-October 2011

**Organization : Perfume for Less,**

**Designation : *Sales Representative***

**Duties and Responsibilities**

* Provides prompt, courteous customer service.
* Preparing different tactics and strategies on all product items.
* Building, developing and maintaining structured relationship with customer.
* Responding to customer whole sale perfume orders.
* Performing financial analysis, sales and marketing activities.
* Ordering and maintaining proper inventory levels and shift audits
* Maintaining eye-catching effective displays within the store.
* Update clients for new products, promotions and follow-ups on daily basis.
* Controls merchandise in the store and other branches.

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**EDUCATIONAL ATTAINMENT:**

**Primary** : City Central School, - 1996-1998

**Intermediate** : Gusa Elementary School, - 1998-2004

**Secondary** : Lapasan National High School, - 2004-2009

**College**  : Mindanao Univsitersity of Science and Technology, - 2009-2010

***Bachelor of Science in Environmental Science and Technology***

**BIOGRAPHICAL DATA:**

**Date of birth** : June 12 1991

**Nationality** : Filipino

**Status**  : Married

**Languages** : English, Tagalog,