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**JOEL**

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**OBJECTIVE**

To be part of this company that would be one of your assets and good examples to other employee.   
To ordeal my capability and bump into a new level of exciting tasks.   
To prove who am I in front of my boss, co - workers and other personnel around me.

**STRENGTHS AND COMPETENCIES**

|  |  |  |
| --- | --- | --- |
| * Customer Service | * Market research | * Team player |
| * Lead generation | * Negotiation | * Business development |
| * Ware Housing | * Communication | * Planning and organizing |

**WORK HISTORY**

Organization: Debenhams - UF / LF

Debenhams Libya are one of a shops of United Fashion and Libyan Fashion from Malta under Corporate of United Kingdom, London

Debenhams Libya is one of the biggest and famous shops in Tripoli Libya together with Mark & Spencer, United Colors of Benetton, Next, Aldo, Karen Millen, Mango, OVS, Pronovias, Terranova, Multi-Brand, Mango Café, Café de Roma, Ace Hardware

Date: October 1, 2013 – August 31, 2015

**Position: Store Keeper**

* **Store Keeper**
* Controlling, Fixing, Scanning and checking full out and delivery items.
* Putting price and alarm pins in items.
* Involved in stock control and management selling area.
* Working and fixing within established guidelines, particularly with brands and section.
* Fixing and checking all the items premises and stock level.
* Keeping up to date with special promotion and putting up displays.

Major Achievement:

* **Sales Assistant**
* Memorized and Aware in every little or big promotion of the items.
* Reporting progression and transpire of department to the superior.
* Hitting quota base on daily, month and year to date.
* Smile and greeted customers in a timely fashion while quickly determining their needs.
* Recommended merchandise to customers based on their needs and preferences.
* Completed all cleaning, stocking and organizing tasks in assigned sales area.
* Built relationships with customers to increase likelihood of repeat business.
* Engaged with customers in a sincere and friendly manner.
* **Department Head (Assistant Supervisor)**
* Checking man power under my supervision.
* Reporting discrepancies and problems to the superior.
* Maintained knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
* Responded to customer questions and requests in a prompt and efficient manner.
* Completed all cleaning, stocking and organizing tasks in assigned sales area.
* **Inventory Clerk (Stock Take Controller)**
* Scanning all items in main warehouse before spread it out to place base on their brands.
* Checking monthly or yearly inventory to knowing the discrepancy.
* Sending or reporting to my superior even all managers on each store.
* **Cashier**
* Scanning and encoding all items of the customers like to pay.
* Giving other option or promotion base on store event.
* Telling to the customer about the promotion of their credit card if he or she had a credit card.

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Organization: UNION Global Marketing / SM Homeworld Fairview / North EDSA

UNION Global Marketing is an Incorporated together with a Promac under with a Corporate of MACLIN Electronic. UNION is a home appliance items basically people needs in their home and Union is part of Homeworld had four (4) department they are Kitchenware, Linen, Décor and Furniture items under of SM Shoemart coz “Your 1 stop home shop” or “You got it all for you”, so everybody “More than just Fans”

UNION items had in Homeworld home shop in all SM Shoemart in the Philippines

Date: June 1, 2008 – August 31, 2013

**Position: Sales Company Representative (Consignor)**

Major Achievement:

* ****Sales Supervisor
* Company Sales Coordinator

Organization: Fersal Hotel is a hotel from the Philippines. These hotels are one of a good service, nice, clean facilities and had good staff crew.

****Date: March 24, 2009 – May 22, 2009

**Position: Butler or Service Crew**

Organization: SM SACI or Star Appliance Center Incorporated

SACI are one of the incorporate of SM Shoemart in the Philippines and a center of branded appliance that the customers like to went and buys their own likes and needs in home coz “Our name is your Guarantee”

Date: March 24, 2009 – May 22, 2009

**Position: Sales Utility Clerk (SUC)**

Organization: Jollibee

Jollibee store are the store that can catch the attention of all kids together with their parents or family. These stores are also one of the famous food chain that everybody heard these; they can say “KILIG TO THE BONES” or “1 more 1 more chicken joy”

 Jollibee is the highest gross food chain in the Philippines.

Date: May 2, 2008 – October 2, 2009

**Position: Service Crew**

Organization: GSM Christian Academy, Inc.

GSM Kiddie Learning Center is the name before, this school for kiddies to become a primary level. This school grown with a potential and a hardworking people; now it is known as GSM CAI because it had a primary or a grade school student.

GSM CAI is a school of learning especially for the good moral and values of a student characters or attitude.

Date: May 2002 – April 2008

**Position: Computer Instructor / Asst. Teacher**

Major Achievement:

* Values and Music, Art and Physical Education (MAPE) Instructor
* Data Encoder
* Asst. Secretary
* Cashier

**EDUCATION**

University: Philippines Science and Technology Center (PSTC)

Cubao EDSA Quezon City, Philippines

Degree: 2 Years College Graduated

Course: Computer Technology

Internship: Computer Technician

Date: 2000-2002

GPA: 87.5

**SKILLS**

Communication: English, Filipino; Fluent - (Read/Write/Speak)

Arabic; Moderate – (Speak)

Computer: Microsoft Office-Word/Excel/PowerPoint

Microsoft Outlook-Email Management

Event Planner: Making Handicraft

* Banner (bulletin, tarpaulin)
* Florist (flowers arranging)
* Invitation (especially occasion)
* Table Settings
* Visual Merchandise

Theater Play: Act (drama, comedy, horror suspense and action)

Dance (techno, modern, interpretative, tambourine, hip-hop)

Hand Mime

**PERSONAL INFORMATION**

Nationality: Filipino

Marital Status: Single

Visa: Visit

Age: 33 years old

# CHARACTERS & THOUGHTS:

1. I never let my personal issues affects my career.
2. I used my weaknesses as an inspiration to fulfill my ambition.
3. I focus to the company’s Mission and Vision.
4. I love my work the way I love my self.
5. I work well with my boss or team leader, I respect their opinions the way they respect mine and communicate if there is any misunderstanding.
6. I respect others the way I respect myself.
7. I’m open-minded and willing to learn more
8. A good listener is a good follower.
9. I obey first before I complain if it is necessarily
10. Always be humble.