**MAYLONIE **

Email: maylonie.264330@2freemail.com

**Qualification Summary**

Dynamic, accomplished with diverse experience in working in environments demanding strong organizational and interpersonal skills. Quick learner, trust worthy, resourceful in doing responsibilities and can work under pressure.

**Offers the following core skills and backgrounds**

* Energetic result oriented and organized
* Efficient and well behaved person
* Extremely hardworking, self-motivated and able to work team environment under supervision.
* Language Spoken: Tagalog, English and Arabic
* Assertive,thorough,and analytical

**PRESENTLY WORKING:**

Company:  **Al Safeer Group of Companies**

Position: Sales Clerk/Cashier (Carrefour Branch Expression, Garments Division- Al-Jimmy st. Al-ain Cosmetics & Perfumes)

End Contract

**DUTIES AND RESPONSIBILITIES**

* Responsible for money transaction, maintaining efficiency of cash funds.
* Do suggestive selling according to standard procedure.
* Work on store displays.
* Providing customers a personalized, friendly and efficient cashiering service.
* Handle customer questions, complaints and issues.
* Identifying potential sales leads and referring them to colleagues
* Ensure promotions are accurate and merchandised to the company’s standards.
* Help retail sales staff achieve sales targets.
* Manage different departments within the store.
* Recording of money receive and paid out.

**Past** Experience**:**

 **Company: Gaisano City Group of Companies- Iloilo, City Philippines.**

 Position: Sales Clerk/ 2yrs in company

*Company:* **SM HYPERMARKET- La paz Jaro, Iloilo, City Philippines**.

*Position:* cashier/ sales associate / 3yrs in company

***Duties and Responsibilities:***

* Ensure that you give full satisfaction to the customer.
* Provide customer with product information that they need.
* Assist customers by taking down products that may not be easy to reach
* Prepares and presents report to the management team.
* Handle cashierduties by taking cash or credit in exchange of goods sold.
* Pick and pack orders for shipping purposes.
* Order out of stock items in a timely manners.
* Arrange products on shelves’ in a tidy manner.
* Welcome customers as they arrive with a smile

**EDUCATIONAL ATTAINMENT:**

*College: BS*Computer Secretarial - Leon Ganzon Polytechnic College Balasan, Iloilo Philippines

*Graduation Date:*April 3, 2009

**Personal Information:**

Date of Birth: May 27, 1990

Nationality: Philippines

Reference: Available upon request

I hereby declare that above mentioned information are truly honest by the best of my knowledge, ability and experience.

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