**First Name of Application CV No 1622034**

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**OBJECTIVES**

Seeking a sales job that offers a vibrant workplace where I can use my solid sales experience and proven customer-relationship strengths to achieve challenging sales goals.

**WORK EXPERIENCE**

**Sales Associate**

Daiso Japan

Alwahda Mall, Abu Dhabi

February 2014-present

*Job Summary:*

* Greeted customers and determined their needs and wants
* Discussed type, quality and number of merchandise required for purchase
* Recommended merchandise based on individual requirements
* Advised customers on utilization and care of merchandise
* Provided advice to clients regarding particular products or services

**Sales Lady**

City Mart Sales

Lemery Batangas, Philippines

December 2011 – June 2012

*Job Summary:*

* Receives and inspects all incoming toy products and reconciles with purchase orders; processes.
* Distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received.
* Maintains records of all toy deliveries
* Fills supply requisitions**;** assists buyer to order adequate merchandise and supplies; delivers orders to faculty and staff.
* Canceled and damaged items back to vendors as appropriate.
* Handles and documents storage and transportation of big toy items.
* Maintains the warehouse, records area and stores area in a neat and orderly manner.

**EDUCATIONAL BACKGROUND**

**COLLEGE**

* **STI COLLEGE OF TAAL**

 Bachelor of Science in Hotel and Restaurant Management 2011

 Cubao Quezon City Philippines

**PERSONAL BACKGROUND**

Age: 27

Sex: Female

Height: 5'3"

Birthdate: Octoner 4, 1989