**SHERYL**

**OBJECTIVE**

Seeking a challenging and dynamic career which will utilize my knowledge to work in a reputable organization, where creativity is acceptable besides maximizing my potentials , which would provide excellent opportunities and advancement and personal growth for myself and the organization I work for.

**KEY STRENGTH**

A hardworking and sincere professional with an experience of thirteen years, I strive to achieve perfection and quality in the tasks that I have undertaken and ensure that I meet the deadlines assigned. I am willing to go the extra mile in executing tasks that are assigned to me with a positive and an enthusiastic attitude. I enjoy working with a lot of people in addition I can work well under pressure. With the numerous years of experience, I have learned how to face challenges head on and obtain the goals I am required to

**SKILLS**

* Excellent in communication, presentation, and interpersonal skills
* Good in Costumers service
* Well motivated and has ability to work under pressure
* Speak and understand Arabic, fluent in English and moderate speaking skills in Hindi

**WORK EXPERIENCES**

**PARIS GALLERY, RAK,**

SALES ASSOCIATE CUM CASHIER: May 2010 - to March 20, 2016

Duties and Responsibilities:

* Highly skilled in greeting guest with a gracious smile and offering them to help with their shopping needs.
* Proven ability to suggest, choose and help locate product base on guest need and desires.
* Demonstrates ability to guide costumers from the beginning to end of sales.
* Tract record of maintaining current knowledge of company’s product, promotion and media plans.
* Promote brands when instructed.
* Maintain work area in terms of cleanliness and hygiene.
* Communicate current product features and benefits to Costumers.
* Tallying the amount, quantity and brand names into the pick- up slip before scanning in the POS and before entering in the system, make sure that mode of payment is correct.
* Receive payments by cash, credit card, and voucher.
* Issue receipts, refunds, credits, or change due to costumers.
* To ensure that the cash float are tallied.
* Greet the costumers with standard policy.
* Provide the costumers with the information to address inquiries regarding products and services, in addition, deal with help and resolve any Costumer complaints.
* Maintaining Daily Sales after Z reading.
* Ensure that the deposit in the Bank are tallied on record.

**PARIS GALLERY**

**COSTUMER SERVICE: March 8, 2003 –May 2010**

* Greet Customers as per standard policy; personally acknowledge all the customers.
* Adhere to the standard policy and company grooming standard.
* Offer all the customer refreshments; keep all the promises made to the customer.
* Keep customer data base up to date.
* Answer all the telephone calls on time and take down accurate messages.
* Escort all the costumers to the cash counter desk on closing a sale.
* Offer gift wrapping services to all customers.

**FIT MART MALL PHILIPPINES**

COSTUMER SERVICE 2001 – 2002

Duties and Responsibilities

* Assist the customers’ needs with a pleasant and helpful personality.
* Responsible for handling various duties like selling merchandize goods.
* In charge of recording all sales in cash register.
* Handling clerical works .
* Providing good quality service and maintaining the company’s policy towards the customer.
* Awareness of all the promotions and advertisements within the companies.

**KCC MALL OF KORONADAL PHILIPPINES 2001-2002**

SALES LADY PART TIME JOB

Duties and Responsibilities

* Greet acknowledge all the Costumers visiting the stores
* Achieve and exceed sales target
* Pay special attention to people say “ just looking” in order to change them into LOYAL Costumers
* Give alternative products when out of stock situations arise.
* Adhere merchandising according to company standards.
* Keep housekeeping duties to be done on ongoing basis.
* Link sale is advise to promote other product
* Explain all the promotions to Costumers
* Escort all costumers to the cash counter for closing the sales

**EDUCATION**

**Sultan Kudarat Polytechnic State College - Philippines**

BACHELOR OF SCIENCE MAJOR IN BIOLOGY (2000- 2002)

**TRAINING AND DEVELOPMENT**

* + Attended all the training offered
	+ Share supplier training information with colleagues
	+ Maintain a professional conduct during all the training sessions

**PERSONAL INFORMATION**

* CIVIL STATUS : Married
* CITIZENSHIP : Filipino
* DATE OF BIRTH : February 16, 1983
* LANGUAGE : English, Tagalog, Arabic - *Moderate*

**Job Seeker First Name / CV No: 1713510**

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