**MARY**

CAREER OBJECTIVE:

To obtain  a  position  that  fits my  skills  and  knowledge  and  be  part  of  an  organization that  is  dynamic  and  competitive,
providing  the  best  possible  opportunities  for  career  growth and personal  development  and  thus  reward hard work and superior performance.

WORK EXPERIENCE:

**050telecom**

**Sales Advisor / Branch-In charge**

Dubai, United Arab Emirates

15 June 2014 - to present

**Duties & Responsibilities:**

* Welcoming customers and offering assistance based on their needs.
* Ensure each customer receives outstanding service by mystery shop standards.
* Managing the branch by; receiving and issuing stocks, monitor stocks availability and new requisition, opening and closing cash tally (cashiering), monitoring and rotating non-moving stocks to other branch, maintain merchandising and cleanliness standard.
* Ensure awareness of all promotions and advertisements.
* Maintain customer relationship by answering their questions, provide information; educate them to specific product features.
* Professionally handle incoming requests/complain from customers and ensure that issues are resolved both promptly and thoroughly.
* Execute daily operational, goals and priorities assigned by the management.
* Provide management with oral and written reports on customer needs, problems, and interests.
* Maintain both good customer service and sales growth.

**ZTE Philippines**

**Sales Promoter cum Exhibitor**

16 Oct. 2012 - 31 May 2014

**Duties & Responsibilities:**

* Identify advantages and compare other organization’s products/services.
* Supplies  management  with  oral  and  written  reports  on  customer  needs, problems, and interests.
* Promotes/sells/secures orders from existing and prospective customers through a relationship‐ based approach.
* Demonstrates products and services to existing/potential customers and assists them in selecting those best suited to their needs.

**Lenovo Philippines**

**Sales Promoter**

13 Feb. 2012 - 13 July 13 2012

**Duties & Responsibilities:**

* Welcoming customers and offer assistance based on their needs.
* Answer customers’ questions and provide information on procedures and policies.
* Promotes latest model of specific brand and encourage potential customers based on their needs.
* Maintain sales growth.
* Uphold merchandising and cleanliness standards.

**San Miguel Purefoods**

**Sales Promoter**

24 Oct. 2011 - 31 Dec. 2011

**Duties and Responsibilities:**

* Promote the advantage and benefits of the specific product.
* Monitoring fresh stocks, first-in; first-out.
* Maintain standard cleanliness of the area and display based on planogram.
* Provide daily sales and inventory.

QUALIFICATIONS:

* Computer literacy, knowledge in operating Microsoft Office.
* Proficiency in English both in oral and written communication.
* Ability to interact with different nationalities with multi-culture.
* Organized, determinate and dedicated in whatever assigned task.
* Easy to adapt in any working environment.
* Fast learner, Hardworking, Patient, Responsible and Resilient.

EDUCATIONAL ATTAINMENT:

**Tertiary : Associate in Computer Secretarial**

 **City of Malabon University**

 SY: 2006 – 2008

 Graduated w/ Diploma

PERSONAL INFORMATION:

**Age :** 26 yr. old

**Birth date :** August 28, 1989

**Gender** : Female

**Marital Status** : Single

**Nationality** : Filipino

**Height** : 162 cm.

**Weight** : 110 lbs.

**Religion :** Catholic

**Job Seeker First Name / CV No: 1716606**

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