ROSE A. INVENTOR

**Introduction:** I am an experienced Sales Assistant with excellent administration and customer service skills, which I believe will make me an asset to your company. I am available immediately to attend an interview or to start employment, and am currently located in Dubai.

**Objective:** To be able to join a dynamic company for whatever positions my

qualification meet where my strength and capabilities are in good use to

contrive growth and personal development.

***SKILLS***

* Computer Literate to high standard
* Responsible person, can work alone or as a member of a team
* Can be trusted to follow procedures, regulations and rules
* Excellent interpersonal skills
* Quick learner
* Experienced in multi-tasking

**Work Experience**

**CASHIER**

**JUNE 24,2010 TO JUNE 5,2016**

**Duties and Responsibilities**

* Dealing directly with customers in a polite, cheerful manner.
* Responsible for receiving and filling orders from customers, including the payment process.
* Carry out stock control, inventories and refill as necessary
* Maintain an awareness of, and explain all promotions and advertisements.
* Resolving and customer service problems and enquiries successfully.
* Carry out cash control procedures, and maintain an accurate balance.
* Follow proper cash control to balance cash accurately with transactions.
* Accept payment by cash and electronic means
* Welcome customers in accordance with company outlines.

**MERCHANDIZING STOCK ALLOCATION AND DISTRIBUTION**

Tri-Union International Corporation

Manil

February 28,2007 to May 27,2008

**Duties and Responsibilities**

• Allocate the required stock for nationwide outlets.

* Supervise stock distribution to ensure the quantity meets the order.
* Facilitate meetings with promo staff regarding issues or concerns in the sales areas
* Update and analyze the sales and marketing data.
* Provide regular reports regarding the sales and marketing data.
* Prepare the documentation in response to the requesting stores.
* Conduct store visits to observe and report on the setting up of marketing

materials in the sales areas.

**SALES ASSOCIATE/CASHIER**

SM BRANCHES PHILIPPINE

CO.B KIDS WEAR

November 11, 2005 to January 2007

**Job Description:**

* Ensures the achievement of sales targets.
* Responsible for timely and proper display and replenishment of merchandise.
* Receives and check accuracy of all products deliveries and reports discrepancies immediately;
* Conduct inventory as scheduled.
* Safeguard merchandise from external and internal losses (e.g. theft, damage, etc.);
* Maintain orderliness and cleanliness at the selling and stockroom area.
* Prepare and submit accurate reports on time.
* Provides fast, efficient and courteous service at all times to customers.
* Handling cash register, accepts cash, checks, or bankcards for payment

**PRODUCTION RECORDER**

Broadstreet Apparel Co., Inc. – Philippines Operations

February 2000 to May 12, 2003

**Job Description:**

* Prepare daily output report from cutting to finishing department.
* Prepare daily production operation status.
* Provide the top management with all the necessary information in
* Relation with the planning, scheduling and organizing the production process.

**EDUCATION**

JR COMPUTER SECRETARIAL

Angeles University Foundation

● Year graduated – 1998

**Job Seeker First Name / CV No: 1798356**

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