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| **Arjie.301038@2freemail.com****Personal Data**Citizenship : FilipinoDate of Birth : February, 18, 1989Sex : MaleStatus  **:** Single**Languages Known** English  Filipino | ***ARJIE*** **Career Objective**To be able to enhance my knowledge and skills learned from schools and previous work for professional growth and productivity of the company.**Academic Background****Bachelor of Science in Computer Science**Divine Word College of Urdaneta, Urdaneta City Pangasinan**Summary of Skills*** Ability to work with minimum supervision.
* A dedicated and drive as a hard-working individual.
* Excellent customer service skill
* Ability to operate all equipment necessary to perform the job.
* Ability to communicate with associates and customers. With excellent health.
* Ability to read, count, and write to accurately complete all the documentation.
* Superlative communication and team-building skills
* Exceptional versatility and adaptability

Ability to manage multiple tasks in a pressured environment.**Experience Summary****SALES ASSOCIATE/ CASHIER/ cum Store In-Charge****Relay (JASHANMAL/ DUTY FREE)****Abu Dhabi International Airport/ Abu Dhabi City****February 17 2016 up to present** **Responsibilities**:sSSS* Greeting customers who enter the shop.
* Be involved in stock control management.
* Assisting shoppers to find the goods and products they are looking for
* Being responsible for processing cash and card payments.
* Stocking shelves with merchandise.
* Answering queries from customers.
* Giving advice and guidance on product selection to customers.
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**CUSTOMER SERVICE REPRESENTATIVE**

**GLOBE TELECOM**

**Philippines**

**(2014- 2015)**

**Responsibilities**:sSSS

* Greeted customers and determined their wants and needs.
* Discussed type, quality, and number of merchandise based on individual requirements.
* Recommended merchandise based on individual requirement.
* Advised customers on utilization and care of merchandise.
* Provided advice to customer regarding particular product.
* Explained the use and advantage of a product to customer.
* Answered customer queries and concern.
* Prepared sales and accept payment through cash or credit cards.
* Maintained sales records for inventory control

**SENIOR SALES ASSOCIATE**

**SPLASH LANDMARK GROUP LLC**

**DUBAI**

**(2012-2014)**

**Responsibilities**:sSSS

* Answering questions about companies policies, services and handling of any client complains
* Play a part in coming up with financial rate, creating the budget and deciding which departments receive certain allocation
* Training front office employees on better customer service
* Maintain a professional and high quality service oriented environment at all times
* Oversee front desk operations and ensure client receives 100% satisfaction
* Resolve client complains in a timely manner and respond on time to any complaints
* Participating in interacting with guest and ensuring that shift duties are handled by front desk employees
* Handling of guest security and creating functional emergency procedure

**SALES ASSOCIATE**

**OXYGEN FASHION**

**SM- MALL, ROSALES PANGASINAN**

**(2011–2012)**

**Responsibilities**:sSSS

* Accountable for sales performance, focusing on growth and profitability, customer satisfaction, merchandising standards and store operations.
* Maximizes sales profitability by focusing on key business initiatives and marketing execution.
* Performs clerical duties (e.g., inventory reports, sales reports, counting and reconciling cash drawer).
* Maintain and practice standards of the company.
* Reflect good impression to our customer through high standard customer service.
* Responsible in merchandising the goods and replenishing.
* Handle customer complaint and provide accurate solution.

**SALES ASSOCIATE**

**FOLDED & HUNG FASHION**

**SM- MALL ROSALES, PANGASINAN**

**(2011- 2012)**

**Responsibilities**:sSSS

* Making sure all the merchandize is according to planogram and a basic standard of the store.
* Wall displaying and floor arrangement, merchandising of the collection and colour matching of tops and bottoms option.
* Cashiering and delivering good information to very customer about the store promotion.
* Maintaining an awareness of all promotions and advertisement.
* Assisting in floor moves, merchandising, display maintenance, housekeeping.
* Assisting in processing and replenishing merchandise and monitoring floor stock.
* Quoting prices and discounts as well as credit terms, trade in allowances, warranties and delivery dates.
* Worked also as cashier.

**SALES ASSOCIATE**

**PLDT**

**URDANETA BRANCH**

**(2009- 2011)**

**Responsibilities**:sSSS

* Aiding the customer in locating the merchandise.
* Communicating customer request to management.
* Greeting customers and determining their needs.
* Maintaining sales records for inventory control.
* Advising customer on utilization and care of merchandise.
* Responsible in merchandising the goods and replenishing.
* Handle customer complaint and provide accurate solution.

**OTHER DOCUMENTS ARE AVAILABLE UPON REQUEST**

**I hereby certify that the above information is true and correct to the best of my knowledge and belief.**