**Applying for: Sales Representative Position**

**Shiela Marie Batalla**

**Career Objectives**

 To use my skills in the best possible way for achieving the company’s goal and to enhance my professional skills in a dynamic and fast paced workplace.

**Employment History**

Company name  **:** SM Department Store,

Position Title : Sales Associate / Assistant

Duration :   August 2014 – June 2016

**Duties:**

* Welcome and greet the costumers.
* Generated sales and assisted the costumers in choosing what clothes they want to purchase in the store.
* Handled the cash register for accepting different modes of payments made by the costumers.
* Maintained the orderliness and proper arrangement of the different items on the shelves and hanger sections of my area of responsibility.
* Practiced super customer service all the time.
* In-charge of the daily sales report.

Company name :Penshoppe – SM Bicutan
Position Title : Sales Representative

Duration :   June 2012 - July 2014

**Duties:**

* Welcome and greet customers.
* Assisted the customers in choosing what clothes they want to purchase in the store.
* Enhanced product knowledge utilizing limited resources.
* Serve multiple customers. Discover their needs and make recommendations.
* Maintained the orderliness and proper arrangement of the different items on the shelves and hanger sections of my area of responsibility.
* Practiced super customer service all the time.

Company name : Top Rank Global (TRG)

Position Title : Customer Service Representative (Outbound) Team Leader
Duration :   April 2010 – May 2012

**Duties**

* Sell products and services or making appointments.
* Informed the client that there's someone will call them again.
* Helped the client to update their equipment for diabetes.
* Explained briefly to the client what is the call about.

Company name : Gallo Medical Clinic

Position : **Receptionist/Secretary**

Duration : **July 2006 - March 2010**

Work Description:

* Assisting the patients/nurses/doctors and other staff
* Answer patient calls
* Monitoring medical stocks

**Skills**

Computer Literate:

* + - * (MS WORD, EXCEL, POWERPOINT, INTERNET)
			* Typing Skills (Average speed: 50-80 wpm)

Interpersonal Skills:

* Efficient, fast learner and flexible with the ability to finish task on time, can work under pressure.
* A good and productive employee, dependable and self-motivated.
* Excellent team player with respect for multi cultural diversity.
* Able to get along well with co-workers and accept supervision.

**Selling Experience:**

* Goal oriented, have an excellent communication skills.
* Confident and authoritative speaker and strong presentation skills
* A passion for selling, resilience and persistence
* Ability to communicate with people at all level with strong negotiation skills
* Able to work on own initiative as a part of a team and results orientated.

**Educational Background**

Bachelor of Science in Computer Science

Abada College

Oriental Mindoro, Philippines

June 2001 – March 2005

Immaculate Heart of Mary Academy

Oriental Mindoro, Philippines

June 1998 – March 2001

**Personal Details**

Age: 31

Date of Birth: 20 November 1984

Gender: Female

Civil Status: Single

Nationality: Filipino

Religion: Roman Catholic

**Job Seeker First Name / CV No: 1815510**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

