

Contact HR Consultant for CV No: 320699

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**OBJECTIVE**

To be able to impart my skills, knowledge and experience into a more productive field of work and to gain professional growth as an individual in executing critical services that contribute towards the organization's endeavors and the attainment of its objectives.

**EDUCATIONAL BACKGROUND**

COMPUTER PROGRAMMING

Taytay Campus Philippines

S.Y. 2009

**WORKING EXPERIENCE**

**Saleslady (Head Cashier)**

*Landmark Group Lifestyle (Retail/ Merchandise)*

Department: Home Décor, Fragrance, Furnishing, Bath Acc., Towels, Wall Décor, Teens Gift, Fashion

 Bags, Fashion Accessories

Abu Dhabi, UAE

October 2013 – Present

* Handling one store with 9 departments
* Maintain shelf organization & stocking.
* Run the till; make sales, answer customers' questions and channel customer complaints to proper avenues
* Assist in cleaning and maintenance of the store
* Attaching price tags to merchandise on the shop floor
* Stocking shelves with merchandise
* Assisting shoppers to find the goods and products they are looking for
* Greeting costumer who enter the shop
* Be involved in stock control and management
* Giving advice and guidance on product selection to customers
* Keeping up to date with special promotions and putting up displays
* Do some clerical/office works

**Sales Associate**

SM TAYTAY RIZAL

First Liner Manpower Inc. (US POLO ASSN,)

December 2011 – September 2012

* Communicating with customers (welcoming customers, assessing the customer’s needs and answering any questions that the customer may have)
* Provide information and guidance regarding the product that is being purchased
* Assisting customers in selecting and locating the right product, ensuring that the customer is satisfied as they complete the transaction
* Checking the storeroom for additional stock or special-ordering products that meet the customer’s needs
* Able to operate the cash register, receive payment from the customer and bagging the products that were purchased
* Counting the register’s money, separating credit card slips and handling product exchanges

**Cashier/Saleslady**

*SM Hypermarket (SSMI), Philippines*

November 2009 – April 2011

* Giving warmed welcome and hospitality for those customers who enter the shop
* Involved at stock control and management works
* Assisting shoppers to find the goods and products they are looking for
* Stocking shelves with merchandise
* Answering queries from customers
* Reporting discrepancies and problems to the supervisor
* Giving advice and guidance on product selection to customers
* Dealing with neither customer refunds nor problem solving in every situation/complaints
* Maintaining the store tidy and clean
* Working within established guidelines and by following every procedure, particularly with brands
* Attaching price tags to merchandise on the shop floor
* Responsible for security within the store, monitoring for particular shoplifters and fraudulent credit cards etc.
* Receiving and storing the delivery of large amounts of stock
* Keeping up to date with special promotions and putting up displays

**RELEVANT SKILLS**

* Knowledge of basic inventory procedures
* Ability to follow written and verbal instructions
* Ability to establish effective business and working relationships
* Ability to read, understands, and uses various cataloguing systems
* Physical strength and stamina sufficient to lift heavy objects
* Target-oriented, fast-learner, and self-motivated
* Can work under minimum or no supervision at all

**PERSONAL BACKGROUND**

Birthdate : February 06, 1993

Birthplace : Taytay, Rizal Philippines

Civil Status : Single

Citizenship : Filipino

Height : 5’6

Weight : 65 kg

Religion : Roman Catholic

Gender : Female

 Visa Status : Transferable