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| RusselRussel.321223@2freemail.com  |  |

**Objective**

To obtain Sales Associate position opportunity in one of your shop that will allow utilization of refined sales techniques, dedicated customer focus, love and interest for selling, and the eagerness to meet new challenges.

Work Experience

***Hiphone Telecom -*** *Business Village Bldg. B Deira Dubai*

*United Arab Emirates*

* **SALES ASSOCIATE / 2nd in command - October 2013– November 2016**
* Sell products and promotes mobiles and high quality accessories. Showing demo on products to help and convince customers.
* Delivers an exceptional customer service experience that improves customer loyalty and strengthens the Company’s brand.
* Receives training in their curriculum path to further their skills and career opportunities.
* Meets or exceeds key performance objectives, including sales and customer satisfaction goals.
* Approach and assist customers in the shop.
* Showcasing all our products and offers add-on items to customer to increase sales value.
* Practice of cross-selling and up-selling techniques all the time to help boost sales.
* Processes payments and operate Electronic Cash Registers.
* Arrange merchandise according to display guidelines.
* Replenish empty shelves in a standard yet attractive manner.
* Monitoring and maintain accurate stocks inventory including fast and slow moving items.
* Maintain cleanliness of the shop.
* Responsible for making product orders and stock availability.

***Green Global Solutions - 17a /b Strata 100, Emerald Ave., Ortigas Centre, Pasig City Phi.***

* **SALES REPRESENTATIVE - February 2013 - July 2013**
* Primary role is to call customers in a certain area in a country to offer a free consultation, briefing, and quotation for Solar panel installation for their houses.
* Opening calls with good greeting and introduction and confirms permission from customers to continue the conversation.
* Offering convenient and flexible financial options depending on the customer’s requirements.
* Informing customer about the benefits of the products and its maintenance.
* Sending quotations for ordering clients.
* Forwards successful calls to team leader for further instruction for the customer.
* Perform data entry services for the company in regards to punching in customer information, call logs and unsuccessful sales.
* Performing follow up calls with previously dialed customers for potential sales.

***BnY Jeans Phil. - Gen. T. de Leon Street, Valenzuela City, Philippines***

* **SALES ASSISTANT - March 2012 – January 2013**
* Primarily sells fashion garments like t-shirts, jeans, skirts, polo shirts etc.
* Displaying and moving merchandise as per established VM standards
* Being responsible for cashiering by processing cash and card payments.
* Keeping the stock room clean and organized all the time.
* Assisting customers with questions, needs and purchases.
* Attending monthly sales meetings.
* Establishing successful relationships with retail customers.
* Completing each transaction in a quick, efficient and friendly manner.
* Cleaning shelves, counters, and tables.
* Greeting each customer that comes into the store in a warm manner.
* Preparing merchandise for display.
* Assisting customers with purchase decisions. Offering different options and promotions.
* Participates in monthly inventories.
* Implementing all visual merchandising standards.
* Making sure that customers receive receipts on all purchases.
* Helping customers try on or fit merchandise.

***Food Sphere Inc. - 560 West Service Road, Paso de Blas, Valenzuela City, Phi.***

* **SALES / OUTDOOR SALES MARKETING (BUSINESS DEVELOPMENT OFFICER)/ CASHIER - May 2009 – February 2012**
* Primarily sells frozen and canned goods.
* Setting meetings with town cooperative to conduct business partnership programs.
* Making door to door orientation for potential distributor
* Marketing our product from small home-based store to large scale grocery outlets.
* Attending seminars and partnership launch.
* Conducting on the spot product orientation and demonstration.
* Manage the everyday functions of the grocery shop
* Place purchase orders for goods and check goods on delivery for quantity and quality specifications as ordered
* Greet the customers politely and provide a friendly and helpful attitude. Responds to the customer enquiries and resolve them satisfactorily.
* Manage inventory, accounts and files of the branch. Maintain accurate and updated records for both
* Arrange goods and displays in an attractive and eye catching manner.
* Handle the grocery store counter and sell goods. Provide information to the customers of products, their ingredients and benefits and help them make effective purchase decision
* Understand consumer needs and store relevant products in the shop
* Preparing bulk orders for home and store deliveries to be dispatched with store riders/delivery man
* Monitoring product expiration dates. Sorting good ones from near expiry items then prepare them for return to the main plant.
* Handles customer complaints and concerns with a respectful and polite manner.
* Doing home order deliveries to customers when needed

Education

* Bachelor’s Degree in Computer Science (2005 – 2009)

 - Mother of Divine Assistance Colleges Inc. Phi -

* **High School Degree (2001 – 2005)**

- A.F.B Memorial Trade School -

**Competencies**

* Advanced computer literacy/ MS(Microsoft) Office Applications proficient.
* Attentive and customer focus manner.
* Advanced communication skills / English speaking and writing skill.
* Good file managing, planning and organizing skills.
* Can build good customer relationship by offering outstanding customer service.
* Good sense of fashion.
* Attentive and give attention to order details.
* Cultural awareness and adaptability.
* Enthusiastic and respects teamwork.
* Initiative and have a good sense of responsibility.
* Have passion for both office and interactive work.
* Artistic (with basic knowledge and skills in musical instruments, drawing, drafting) .

**Personal Information**

 Birthday : February 27 1988

 Birthplace : Meycauayan City, Bulacan Philippines

 Age : 28 y/o

 Sex : Male

 Height : 5’7”

 Weight : 147lbs

 Civil Status : Married

I hereby certify that the above information are true and correct .