

Caezar

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**CAREER OBJECTIVE**

I am seeking a sales oriented position that enables me to utilize my skills and personal qualities, well organized, flexibility, energetic worker, and well experienced in providing excellent customer service, to be a part of a company wherein I can exercise my expertise hence enhancing my knowledge and skills for the company’s best interest, willing to be train and under go in such training.

**KEY SKILLS AND EXPERTISE**

* Over 12 years experienced working in retail environment
* Good customer service experience
* Excellent problem-solving skills, able to work productively and good initiative
* Highly flexibility multi-tasking working skills, fast learning abilities
* Reliable, trustworthy and an excellent understanding of customer care service
* Able to build good relationship with customers and colleagues
* Excellent time management skills, great Team player
* Computer skill: proficient user of Microsoft Excel, word and outlook.

**CAREER SUMMARY:**

 **Position: Sales Advisor cum Cashier**

 **Company: Zero Five Zero Telecom (Dubai Mall, IBN Battuta, DCC, MCC U.A.E.)**

Date: September 27, 2014 –Oct. 31, 2016

 Job Description:

* Selling multi-brands smart phones and its different accessories.
* Educating the customers regarding of every smart phones and accessories
* Experience in aspect of stock control – ordering, invoicing and processing
* Excellent communication skills with a friendly professional manner
* Promoting specific lines under the guidance of management.
* encoding and file pertinent documents and send through emails for the management
* Suggestive selling and different software services of Smartphone’s: data transfer etc.

**Position: Sales Consultant (3rd in Command)**

 **Company: Allphones Tao Dharma Inc. Globe Post paid plan (SM BF Sucat Philippines)**

Date: Nov. 27, 2013 up to June 05, 2014

 Job Description:

* Demonstrate and educating advance knowledge about smart phones
* Encouraging customer to buy also mobile postpaid plans for different kinds of offer
* Encoding with the exact right details and requirements of the subscriber applying for the postpaid plan. Updating every customer for the status of their application
* Daily stock take, morning/ end of day checklist and cashiering using POS machine.
* Encoding and file pertinent documents and send through emails for the management
* Giving the knowledge about trouble shooting in case the customer encounter some possible problems

**Position: Sales Consultant**

 **Company: Air Time Loader Mobicel Globe Postpaid plan (HTC SM MOA Philippines)**

Date: March 22, 2013 up to Sept. 29, 2013

 Job Description:

* Demonstrate and educating advance knowledge about smart phones
* Encouraging customer to buy also mobile postpaid plans for different kinds of offer
* Encoding with the exact right details and requirements of the subscriber applying for the postpaid plan. Updating every customer for the status of their application
* Daily stock take, morning/ end of day checklist and cashiering using POS machine.
* Encoding and file pertinent documents and send through emails for the management
* Giving the knowledge about trouble shooting in case the customer encounter some possible problems

 **Position: Sales Advisor/ Cashier/ Document Controller**

 **Company: Lifestyle Landmark Group LLC Centrepoint, Al Ain U.A.E.**

 Date: March 01, 2010 to January 08, 2012

 Job Description:

* Advance knowledge of the entire product such as accessories, home accents, home furnishings, perfumes, home fragrant, teen gifts.
* Keeping up motivated routinely exceeds target to date
* Responsible for stock delivery, stock count, assembling and display of furniture and accessories
* Checking the quality and maintain the orderliness and cleanliness of the store
* Educate guests to proper handling of the item
* Handling cash registers procedures and policies, preparing Daily Sales Report, Daily Banking Report
* Encoding and file pertinent documents and send through emails for the management and reporting to my manager as soon as possible.

 **Position: Senior Sales Associates / Department In charge**

**Company: HomeWorld Shopping Corporation, SM Department Store, Philippines.**

 Date: November 1999 - March 2007 – (7 years and 4 months)

Job Description:

* I supervise, monitor and train staff in the household department
* Briefing and educating staffs to proper assisting, serving and imparting accurate information to proper handling of merchandise.
* Responsible for handling customer’s complaint
* Monitor the stocking of items and cleanliness of the store.
* Taking in charge of stock requisition, stock delivery, and record and files stocks inventory in a daily basis.
* Coordinating and reporting with the store manager regarding sales plan, visual merchandising and updating price revisions and other matters.

**Position: Graphic Designer/ Computer IT**

 **Company: Four Season Garments Mfg. Philippines**

Date: May 15, 2012 up to Sept 30, 2012.

 Job Description:

* Multitude of services that comes with great responsibilities in design
* Solving visual communications and presentation problems such as logo, poster and T-shirt designs, billboards, signage, brochures, layouts
* Color separations (Using Corel Draw X4, x5 and Adobe Photoshop)
* Repairing collapse programs caused by viruses, check, recover and maintain programs and software for a smooth and rapid operation
* Basic computer hardware knowledge.

**Position: Graphic Designer / Laser Operator / Computer IT Applications Maintenance**

**Company: Pro-Player Garments Manufacturing, Philippines.**

Date: January 2009 – February 2010 -

 Job Description:

* Multitude of services that comes with great responsibilities in design
* Solving visual communications and presentation problems such as logo, poster and T-shirt designs, billboards, signage, brochures, layouts
* Color separations (Using Corel Draw X4, x5 and Adobe Photoshop)
* Operating Laser machine for cutting of textile to be sew.

**EDUCATIONAL ATTAINMENT:**

**Vocational Course:**

**Alternative Learning System – Technical Educational and Skills Development Authority, Phil.**

 2009 from Jan. to April I dedicated my time to enhance my computer literacy. I enrolled in basic computer programming such as Microsoft Office Word, Excel and Power Point.

**Secondary:**

Paranaque Municipal High School Baclaran Annex Parañaque1992 - 1996

**PERSONAL DATA:**

Date of Birth: 29th of December 1979

Nationality: Filipino

Language Spoken: English and Basic Arabic

**Other Skills:**

Computer Software/ Application Installation, Mobile phones applications, Photo video editing using Adobe Photoshop, Corel DrawX4, Cyberlink Power Director and Nero and Basic Electronics, Free lancer Graphic Designing (more than 1 year), Laptop PC upgrading troubleshooting, software and application support and networking, OS reformatting Windows 7 and XP.