

CHARMAINE

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**JOB OBJECTIVE**

To seek a challenging career in a professional organization, which can provide me with a dynamic work sphere to extract my inherent skills, use and develop my aptitude to further the organization’s objective and also further my career in the process.

**WORKING EXPERIENCE**

**UNI SHIRT COMMERCIAL COMPANY – SALES ASSISTANT**

Binondo Manila, Philippines 2015 – 2016

* Greet customers as they arrive in the store and provide them with information about products and/or services
* Ensure high levels of customer satisfaction through excellent sales service
* Handling payment counter, receiving payments through cash & credit card
* Being responsible for processing cash and card payments
* Recommend and display items that match customer needs
* Attach price tags to each item and make sure that they reflect updated price information
* Reporting discrepancies and problems to the supervisor
* Respond to customers’ complaints and resolve their issues
* Process returns and checks to see if items are damaged.
* Keeping up to date with special promotions and putting up displays
* Working within established guidelines, particularly with brands

**K and N MEDICAL SUPPLIES & EQUIPMENT – SALES ASSISTANT/CASHIER**

Sta. Cruz Manila, Philippines 2010 – 2014

* Welcome customers with a smile as they enter into premises
* Provide customers with product information that they need
* Explain product features and warranty agreements
* Demonstrate the working of a product when required
* Provide information regarding each product and any discount offers associated with it
* Guide customers to assist them making purchasing decisions
* Handling payment counter, receiving payments through cash & credit card
* Balance cash registers at the end of each shift, Check daily cash accounts
* Manage product returns and exchanges, Manage suggestive selling activities
* Ensure that shelves are stocked properly and that all items and shelves are dusted and cleaned periodically

**BIG SCOOP ICE CREAM – CREW MEMBER**

San Juan City, Manila Philippines 2009 – 2010

* Welcome customers as they arrive at the order counter
* Take ice cream orders and patrons them with information on the day’s special or any deals that the ice cream store may be running
* Dispense customers’ orders according to instructions provided
* Ensure that orders are delivered to customers before they melt
* Prepare ice cream by using ice cream making machines
* Ensure that the right quantities of ingredients are used for ice cream and cone batter making purposes
* Pack takeaway orders in appropriate cartons
* Operate cash register to process payments

**QUALIFICATIONS**

* Strong work ethic, with the ability to work independently
* Ability to communicate effectively and have good “people” skills
* Computer literate, adoptable, Ability to multitask
* goal oriented, responsible and honest

**EDUCATIONAL BACKGROUND**

**College:**Camarines Sur Polytechnic College – Nabua, Camarines Sur

***Hotel and Restaurant Management (undergraduate)***

**Year:** 2008 - 2009

**Secondary:** Bula National High School – Bula, Camarines Sur

**Year Graduated:** 2008

**PERSONAL BACKGROUND**

**DATE OF BIRTH**: March 14, 1992

**PLACE OF BIRTH**: Bula, Camarines Sur

**MARITAL STATUS**: Married

**LANGUAGE**: English and Tagalog

**CITIZENSHIP**: Filipino

**HEIGHT**: 5’2

**VISA STATUS**: Visit visa