**Jhay**

****[**Jhay.332586@2freemail.com**](mailto:Jhay.332586@2freemail.com)

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**OBJECTIVES:**

To learn and develop the abilities and capabilities of working in a competitive environment for the brilliant careers, where I could have an opportunity to work enthusiastically for the attainment of person and organization’s objectives.

**POSITION APPLYING:**

**Sales assistant/Cashier/Receptionist**

**EDUCATIONAL ATTAINMENT:**

Mount Carmel College June 2004 – April 2008

Baler Aurora, Philippines

Bachelor of Science Major in Marketing

(Undergraduate)

Juan C Angara Memorial High school June 2000 –March 2004

Dinalungan, Aurora Philippines

High school Diploma

**WORK EXPERIENCES:**

**Promise Lingerie / Baci Lingerie**

**UNITED FASHION HOUSE**

**Store in-charge /Sales Assistant September 2012 to March 03-2017**

Greets and welcomes all customers entering the store  
• Assist customers in locating merchandise  
• Gives advice and guidance on product selection to customers  
• Develops strong product information knowledge  
• Ensures clear and pertinent communication of ongoing promotions  
• Ensures promotion materials in store are up to date and in impeccable conditions  
• Presents merchandise upon request  
• Stocks shelves and furniture with merchandising as per merchandising rules  
• Collects merchandise from warehouse upon request  
• Creates customer profile forms with impeccable field filling  
• Executes all steps of successful customer profile creation  
• Ensures customer card is issued as per system requirements  
• Processes cash and card payments  
• Ensures complete and infallible follow through of all customer’s requests  
• Answers customer’s queries  
• Assists in pricing activities  
• Executes tasks as assigned during stock control activities as per company’s rules  
• Receives, unpacks, scans and stores stock as per company’s rules  
• Transfers stock and materials as per company’s rules  
• Ensures complaints, refunds and exchanges are solved by the store manager  
• Immediately reports discrepancies and problems to store manager  
• Participates in the ongoing daily operational activities of the store as requested by the store manager

**Botica AA May 2007 to August 2008**

**Baler Aurora, Philippines**

**Sales cashier**

**Cashier**

* Responsible in receiving and handling money (such as; cash, credits cards, vouchers) from the guests and assuring to return the appropriate change
* Keeping record of our daily sales, making records of all the bills that have been given a discount like senior citizen.
* Responsible in correct punching of all the orders of the guests in the POS (Point Of Sale) cash machine
* Responsible in making and printing of our daily sales summary reports
* Keeping cashier area tidy and professional at all times

**Sales Assistant**

* Greet the customer and make them feel satisfied in the service
* Assist the customer to their needs and concern
* Politely take prescription from the customer offer other promotion and suggesting selling (up- selling)
* Maintaining the cleanliness in the designated area
* Responsible for the inventory of stocks

**LMGC Gen. Merchandise September 2008 – August 2011**

**Baler Aurora, Philippines**

**Sales Clerk/ Cashier**

* Merchandising the product assisting customer's needs, and promoting product to generate good sales
* Taking pride in our store and maintaining to a high standard
* Processing transactions quickly and accurately and providing excellent services to give the customers an enjoyable shopping experience

**ABILITIES:**

* Can deal to customer with initiative.
* Honest, fast learner, flexible, hardworking, and responsible to work
* With excellent written and verbal communication skills in English
* Can effectively handle multi task functions
* Confident and capable of working under pressure
* With knowledge in Microsoft Office applications

**Personal Data:**

**Date of Birth: July 26,1987**

**Place of Birth: Dinalungan Aurora, Philippines**

**Civil Status: Single**

**Nationality: Filipino**

**Age: 29 yrs old**

**Religion: Roman Catholic**

**Language Spoken: Filipino, English, Basic Arabic and little Russian**

**Employment Visa Expired: March, 03,2017**