

***JUDITH***

***JUDITH.334012@2freemail.com***

***Position Applying For: Sales Associate/Cashier***

***GENERAL PROFILE***

***Capable of working in various kinds of jobs and always been having the strong determination to really work hard in whatever undertaking I may had put myself, because I felt that when you’re giving hundred percent of your capabilities, a big part of your ambition was already been achieved.***

***STRENGTHS***

* ***Knows how to get along well with all kinds of customers***
* ***Team player with objective driven approach***
* ***Hardworking and willing to persevere as per the requirement of the job***
* ***Always ready to take up new responsibilities delegated by my superior***
* ***Very creative when it comes to displays and formations of stock***
* ***Professional and punctual***

***KEY SKILL AREAS***

* ***Excellent in customer service and customer relations***
* ***Positive self-driven attitude in order to achieve the necessary targets***
* ***Customer relationship oriented and cash handling skills***
* ***Honest and profit driven character***
* ***Basic skills in word and excel***

***EMPLOYMENT HISTORY (U.A.E)***

***July-2009 Up To Present*** *Rivoli Group R & A L.L.C*

 *Dubai Mall/Outlet Mall/Box Park/BurJuman*

*Angels Kids wear,*

 *Apostrophe (Ladies Boutique)*

 *Kenzo Men’s And Ladies Garments*

 *Senior Sales Associate /Cashier*

***June-2001 Up To July 2007*** *Ingie Etoille Ready Made Garments (LLC) Dubai, UAE*

 *Wafi Shopping Mall Branch*

 *John Galliano*

 *Sales Executive /Cashier*

***October 1997 Till January 2001*** *Tulip Traders Company*

 *Dubai, UAE*

 *Shop In charges*

***October 1993 – June 1997*** *Americana International Fashion Way*

 *Al Ghurair Center, Dubai UAE*

 *Sales Supervisor*

***EMPLOYMENT HISTORY (PHILIPPINES)***

***January 1981- October 1993*** *SM Shoemart INC*

 *Manila Philippines*

 *Department Buyer (Purchaser)*

 *Sales Supervisor*

 *Inventory Clerk*

 *Cashier*

***SCOPE OF JOB***

 ***Senior Sales Associate /Cashier***

* *Ensuring proper display of merchandise a top priority as its creates good impression to the customers*
* *Directly interacting to customers the latest brands and styles for newly introduce products*
* *Providing excellent customer service the top priority*
* *Conducting inventory to ensure proper accounting of stocks*
* *Giving appropriate feedback to superiors about our brands*

***Sales Executive /Cashier***

* *Promote and sell the brand to consumers aggressively.*
* *Answers questions and provide information to customers about merchandise for sales.*
* *Obtains merchandise from stockroom when not on floor and arrange stocks on shelves in sales area.*
* *Provide value added reports feedback to superiors.*
* *Maintain excellent customer relations.*
* *Create a strong customer database with constant updating.*

***Shop In-Charges***

* *Ensuring smooth functioning of all functions of the shop, to create a surroundings of satisfaction deserve by our valued customers.*
* *Proper good merchandise is always been a top priority to make our displays look attractive.*
* *Updating my subordinate on the latest outline and strategies, being suggested by our area manager.*
* *Communicating to our selected and regular customers about the latest trend and styles that our wants to introduce in the market.*
* *Conducting inventories of stocks to ensure proper monitoring of items that our shop already had.*

***Sales Supervisor***

* *Training staff, to achieve high level of satisfactory performance.*
* *Supervision and implementation of company’s rules and regulations, systems and procedures.*
* *In-charges in the monitoring of arrival and issuance of merchandise, and proper displays in the store.*
* *In–charges on the assigned areas of proper displays, arrangement of stocks and systematic procurement of merchandise.*

***Department Buyer***

* *Monitoring work force and sales progress.*
* *Responsible in making purchase order and monitoring stocks movement.*
* *Recording cost, retail prices, and suppliers information via stocks cards.*
* *Submitting departmental report Stocks level analysis and monitoring purchase budget.*

***EDUCATIONAL QUALIFICATION***

***Secretarial Course-Graduated***

*Jose AbadSantosEveningSchool*

*Manila, Philippines*

***Bachelor Of Science In Administration Major In Commerce (Under Graduate)***

*ManilaCentralUniversity*

*Manila, Philippines*

***TRAINING AND OTHER COURSES ATTENDED***

***Computer Course***

*QamarDubaiComputerSchool*

*Dubai, U A E*

***Customer Care Training***

*EmiratesAcademy Of Hospitality*

*Dubai, U A E*