Ben

Ben.337422@2freemail.com

Dear hiring officer,

I am writing in response to your advertisement for the position of Sales, and would like to submit my resume for the position. With over 2 years of experience in sales and a 4-year diploma in Bachelor of Science and Business Management Major in Operations Management, I believe I have all the capabilities required for becoming an integral part of your Sales Team.

For the past two years I have been associated with ZARA, In my current position as a Sales Associate, I am responsible for generating sales, maintaining outstanding customer service, merchandising products, and supporting the in-house store management team.

On numerous occasions, I have received recognition from the management for my ability to go out of the way to serve customers better. I possess excellent listening and oral communication skills, two qualities that I believe are paramount for this job.

My resume, attached with this application, highlights my professional skills, achievements, and qualifications in greater detail. I hope you will grant me an opportunity to meet you in person to discuss my application further.

**BEN**

Khalid Al Attar Residence

Umm Hurair

Bur Dubai, Dubai

**OBJECTIVE**

My goal is to be a part of a company that would mold my skills and knowledge. To exhibit my outmost performance towards reaching both personal and professional goals and also to be an asset to the company I will work with.

**WORK EXPERIENCE**

**ZARA Sales Associate**

**ZARA Greenbelt 5** (June 2014 – October 2016)

 Keeping merchandise orderly and neat in appearance.

 Handling customers complaints in a professional and diplomatic way.

 Keeping the shop floor clean and tidy at all times.

 Setting up promotional displays.

 Organizing promotional events.

 Attending training sessions.

 Assisting with postal deliveries to customer addresses.

 Promoting the shop and its products at every opportunity.

 Daily tracking and reporting to the shop manager.

 Highlighting special promotions to customers.

 Restocking the sales areas.

 Giving expert advice to customers regarding products.

 Cleaning the shop, hovering, polishing etc.

 Moving large amounts of stock and merchandise around the shop.

**EDUCATIONAL BACKGROUND**

2012 - 2016 **Graduate- Bachelor of Science and Business Administration Major in Operations Management**

 Rizal Technological University

 Mandaluyong City, Philippines

2008 - 2012 **Graduate- Secondary Education**

 St. Monique College Manila

 Sta.mesa, Manila, Philippines

2002 – 2008 **Graduate –Primary Education**

 Jose Rizal University

 Mandaluyong City, Philippines

**PERSONAL DETAILS**

 **Age:** 21 years old

 **B-day:** October 04, 1995

**Height:**  5’10”

 **Status:** Single

 **Nationality:** Filipino

 **Religion:** Roman Catholic

 **Language Spoken:** English and Filipino