Dear Sir or Madame,

I am writing in response to your advertisement and I would like to submit my resume for the vacancy.

Having worked in Sales industries, I have developed a vast understanding of handling customer complaints and enquiries, achieving customers’ requirements and relating to employees concerns. My desire to ensure that each customer receives an outstanding brand experience will certainly ease your core business needs. Moreover, as a self-motivated learner who has a passion for selling and confident in facing customers, I am optimistic that I can immensely contribute to your company experience satisfaction.

Sincerely,

Roxanne

[Roxanne.338307@2freemail.com](mailto:Roxanne.338307@2freemail.com)

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|  | | Roxanne Exconde    Al Rigga, Deira, Dubai, UAE  **Mobile No: +971 56-742-4228**  **E-mail:**[exconde.roxanne@gmail.com](mailto:exconde.roxanne@gmail.com) |
|  | **Objectives**  Seeks opportunity in a dynamic sales environment where my passion for serving customer and administration work skills can be utilized and developed to deliver an excellent customer experience.  **Education**  **University of Perpetual Help System Dalta – Las Piñas,**  **Bachelor of Hotel and Restaurant Management**  Graduated March 19, 2005  **Experience**  **Abenson - Munoz Quezon City, Philippines**  Abenson is the Philippine's largest appliance network. It is the leading appliance retailer, having been consistently awarded Top Dealer of appliance top brands like Sony, Samsung, Philips, Carrier and Sharp.  **Retail Sales Associate (June 10, 2013 - March 15, 2016)**  Ensures high level of customer satisfaction through excellent sales service  Assisting customers’ needs and provide information on product features  Maintain a good customer – client conversation while handling queries.  Team up with co-workers to ensure proper customer service.  **Penshoppe**  Penshoppe is a pioneer in the fashion retail industry and is the multi-awarded flagship brand of  Golden ABC. It is known for its fresh take on casual wear. The brand delivers apparel that’s stylish  yet affordable. As one of the Philippines’ leading fashion retail brand.  **Fashion Consultant (July 20, 2007- May 25, 2010)**  Coordinate staff recruitment and selection process.  Answer calls from customers regarding their inquiries  Coordinates and maintains records for staff office space, phones and office keys.  Schedule and coordinate meetings, appointments and travel arrangements for Managers.  **Skills**  Proficient in Microsoft Office  Outstanding communication skills – ability to communicate with people at all levels  Strong interpersonal skills - with outgoing and likable personality & can work well in a team  Results oriented-always focused on resources and achieving targets  **Additional Information**  Visa Status: Tourist visa- valid till March 2017  August 27, 1982/ 34 years old  Fluent in Tagalog, English and Spanish | |