ANNA

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Objective:

To obtain a Sales Person position in which my customer service, personal and sales skills will contribute to greater office efficiency and productivity.

Professional Profile:

* Motivated and self-driven professional with more than 10 years in sales.
* Genuinely enjoy serving people, help customers and identify range of products that satisfy their needs.
* Ability to build relationships with customers, resulting in customer satisfaction and increase sales.
* Maximize sales to target monthly quotas or more.
* Earned reputation as Shop In-charge in branch sales team that maximizes sales to target monthly quotas.
* Authorized to operate the cash register as well as to open and close the vault.
* Balanced up the cash in shop daily transactions.

Relevant Skills:

* Passion for customer service
* Confident and highly motivated
* Flexible and adaptable
* Excellence communication skills
* Professional, reliable, and trustworthy
* Basic IT skills
* Able to carry out manual duties, stand for long periods of time and lift light to medium loads.

Working Experience:

October 2006 – Present

ShopIn-charge/Counter Sales Person

Dunkin Donuts

Abu Dhabi, UAE

* Supervises, coordinate, and evaluates work of all foodservice employees in preparing and serving food, cleaning facilities and utensils in the kitchen.
* Forecasts and plans the purchase of food, supplies, and equipment.
* Effectively solve customer complaints and queries.
* Maintain required records including daily and month end inventory.
* Ensures that established sanitation and safety standards are maintained.
* Oversees and participates in the preparation and serving food to the customer

August 2002 – September 2005

Sales Assistant

Rustans Department Store

Mandaluyong City, Philippines

* Greet, assist, and sell to customers
* Handle financial transactions including daily and monthly sales report
* Merchandise and fill stock as directed
* Keep all items orderly and neat in appearance
* In charge of issuing invoices/receipts to the customers
* Set up promotional displays, promote sales
* Check prices accordingly on all items
* Assigned in different section as per instruction of the immediate Supervisor (from record bar to home appliances, men and ladies wear, shoes, luggage, toys section, and supermarket as well).

Educational Attainment:

Bachelor of Science in Commerce Major in Business Management

Father Saturnino Urios Univeristy

Philippines

Year Graduated: 2002

Personal Background:

 Birthday: May 10, 1981

 Age: 35

 Sex: Female

 Status: Single

 Nationality: Filipino

 Visa Status: Employment Visa ( EOC Jan.5, 2017 )

References:

 Available upon request.