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| **juliet**   |  | | --- | |  | | [Juliet.340551@2freemail.com](mailto:Juliet.340551@2freemail.com) | |  | | +971505891826 | |  | | sHARJAH, uae | |  | | **Objective** To become a valuable asset in a respected organization. To impart my competencies, knowledge and skills to the company in achieving its long-term objective. | | **Skills** Strategically manage a team,administration, proactive selling and marketing, counselling, effective customer service | |  | | **personal information** Nationality: Filipino  Date of Birth: 28 July 1971  Marital Status: Married  Gender: Female | |  | |  | |  | | --- | | **Experience**Sr. retail sales supervisor | Sichel & Sichel EnterpriseMarch 2005 – February 2017 Support the overall strategy of the sales & marketing team. Manage the majority of the team’s coordination and administrative needs.  Manage multiply stores to achieve or exceed sales goals and objectives. | Create and maintain a strategic retail partnership with assigned accounts. | Oversee and supervise administrative and marketing activities and campaigns such as sales events, off-site selling and promotional events. | Ensure achievement of daily/ weekly/ monthly sales quota. | Generate and submit necessary reports as required by the department manager or key account manager. | Monitor and evaluate monthly sales reports.| Coordinate schedule of deliveries or pull out. | Visit sites or store per business requirements. | Check Daily Time Record of beauty consultants. | Supervise and train beauty consultants.| Perform other related task as maybe assigned from time to time. sales admin | Cinderella Marketing CorporationBENETTON BRANDSeptember 2003 – January 2005 The first point of contact of customers or shoppers. | Manage effective visual merchandising and keep the cleanliness and tidiness of the store. | Provide valuable advice or recommendations to shoppers | Become consistently aware of special promotions | Align sales goals with the goal of the branch | Work within the established guidelines and branding. | Coordinate with the supervisor all the issues in the shop. | Deal with refunds, queries, complaints and customer concerns | Balance cash register | Perform vigilant approach towards suspicious shoppers Skin consultant/ Secretary | Skin care and facial centerJuly 2002 – September 2003 Advise clients about colors and types of makeup, and instruct them how to skillfully apply the products. | Apply chemical peels in order to reduce fine lines and age spots. | Cleanse clients' skin with water, creams and/or lotions. | Demonstrate how to clean and care for skin properly, and recommend skin-care regimens. | Determine which products or colors will improve clients' skin quality and appearance. | Examine clients' skin, using magnifying lamps or visors when necessary, in order to evaluate skin condition and appearance. | Keep records of client needs and preferences, and the services provided. | Perform simple extractions to remove blackheads. | Remove body and facial hair by applying wax. | | **Education**secretarial | march 1991UNIVERSITY OF MAKATIcosmetology or facial & skin bleaching | June 2002ricky reyes learning center, manila branch | | **AWARDS** EMPLOYEE OF THE YEAR | 2011  Sichel and Sichel Enterprise  CERTIFICATE OF RECOGNITION | FIVE YEARS OF SERVICE | 2010  CERTIFICATE OF RECOGNITION | TEN YEARS OF SERVICE | 2016  Sichel and Sichel Enterprise | |