**AURORA**

C.o-Mobile No : +971 55891826

Email : [laurora.340553@2freemail.com](mailto:laurora.340553@2freemail.com)

Visa Status: Visit Visa

**PERSONAL PARTICULARS:**

Age: 36

Date of Birth: 05 Nov 1980

Nationality: Filipino

Gender: Female

Status : Single

**OBJECTIVE:**

To obtain a Sales Representative/Cashier position where I can apply my knowledge of converting prospective leads into sales and up-selling product peripherals in order to meet the company’s sales targets.

**EMPLOYMENT :**

**WALTERMART**

Aguinaldo Highway,Dasmarinas City, Philippines

May 2012 - May 2013

Position:Cashier/Sales Representative

**PUREGOLD**

Imus,Cavite, Philippines

September 2013 – September 2015

Position: Sales Representative/ Checker

**SM SUPERMARKET DASMARINAS**

Dasmarinas City,Philippines

October 2015 – June 2016

Position:Cashier/ Sales Representative

**EDUCATIONAL ATTAINMENT:**

**College** : Centro Escolar University

Mendiola,Manila

Course : Bachelor of Science in Major in Tourism

Year : 1997-1999

**Vocational** : University of Perpetual Help System

GMA Campus,GMA Cavite

Course: Computer Literacy Training Program

Year: 2012

**DUTIES AND RESPONSIBILITIES:**

* Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
* Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
* Focuses sales efforts by studying existing and potential volume of dealers.
* Submits orders by referring to price lists and product literature.
* Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
* Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc.
* Recommends changes in products, service, and policy by evaluating results and competitive developments.
* Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Provides historical records by maintaining records on area and customer sales.
* Contributes to team effort by accomplishing related results as needed.

**Sales Representative Skills and Qualifications:**

Customer Service, Meeting Sales Goals, Closing Skills, Territory Management, Prospecting Skills, Negotiation, Self-Confidence, Product Knowledge, Presentation Skills, Client Relationships, Motivation for Sales.