**ROY**

C/o- +971505891826

Roy.340796@2freemail.com

**OBJECTIVE**

Seeking a challenging career position with a company offering long-term opportunities for professional growth in recognition of dedication, drive and superior performance. Intend to build a career with committed and dedicated people, which will help me to explore myself fully and realize my potential.

**SALES ASSISTANT/SALES EXECUTIVE**

Sales Executive with more than 2 years of experience in motorcycle dealer and with less than 2 years of experience in retail managing sales, marketing, operation and credit checking. Reputed for persistence, easily identify and remove the customers’ barriers to purchase to skillfully close the sale.

**SKILLS**

* Handled the tasks of dealing with customer queries
* Responsible for taking appointments for different customers
* Handled the tasks of promoting products and services of the organization
* Process inquiries by phone, fax, email and personal visits in relation to Company business
* Meet customers on our premises to discuss their requirements
* Strong ability to exercise judgment and tact in dealing with the public and other employees
* Excellent ability to work under minimal supervision and prioritize work
* In-depth ability to clearly explain policies, procedures and regulations
* Excellent ability to use word processing equipment and/or software applications on personal computer
* Demonstrated ability to use personal computer to set up and enter data using computer applications.

**EXPERIENCE**

* **Sales Executive**

Robinsons Department Store

Mataas na Lupa, Lipa City, Batangas, Philippines

August 11, 2015 to January 11, 2017

* **Sales Executive/Sales Representative**

Motor Ace Philippines Inc.

Poblacion D, Rosario, Batangas, Philippines

February 2012 - October 2014

* **Injection Machine Operator**

Luster Rubber Manufacturing Inc.

LIMA Technology Center, Lipa City, Batangas, Philippines

July 17, 2011 – December 17, 2011

* **Cashier/Computer Technician**

St. Elmo Computer Shop (previous home business already closed)

Inosluban, Lipa City, Batangas, Philippines

August 2009 – August 2010

**EDUCATIONAL**

* **High School**

The Mabini Academy

Balintawak, Lipa City, Batangas, Philippines

1998 – 2002

* **Tesda Diploma (Computer Operation and Basic repairs)**

Tesda Learning Center

Bolbok, Lipa City, Batangas Philippines

2008

 **PERSONAL INFORMATONS**

Citizenship Filipino

Date of Birth October 25, 1985

 Place of Birth Sta. Rosa, Nueva Ecija, Philippines

 Civil Status Single

 Gender Male

 Height 5 ft 6 inches

 Languages Spoken English, Filipino

 **OTHER DATA**

Visit Visa Validity March 19, 2017

***I solemnly swear that all information I have stated is true and correct to the best of my knowledge and belief.***

 ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***Roy***