

Contact HR Consultant for CV No: 341404

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**CAREER OBJECTIVE:**

I would like to develop and work into level of responsibilities where I can make sufficient contribution to the success of the organization. I want to work in an environment that promotes teamwork, provides challenge, independent growth opportunities and offers service to the people. I believed that if you have the eagerness and willingness to serve and work for the people all the challenges and hard work will be worthwhile.

**QUALIFICATION HIGHLIGHTS:**

* Has good Interpersonal Relation Skills.
* Ability to work independently or collaborate.
* Ability to work under pressure and meet targets/deadlines.
* Possesses strong oral and written communication skills.
* Has the ability to maintain harmonious relationship with different races.
* Possesses the hands of hardworking and meticulous skills to get the job done proficiently and efficiently.
* Attention to details.
* Knowledge about Microsoft Office 2007 (Excel, Access, Word, PowerPoint), Adobe Photoshop, Windows XP, Windows 2000, Windows Vista, Windows 7

**EMPLOYMENT RECORD:**

**August 2014 – february 2016 Sales Associate**

Elekta Gulf LLC

 Dubai, UAE

***Functions & Responsibilities:***

* Handling Home Appliance and Electronics.
* Routine Sales Call Cycle for Existing Retail Listing.
* Process and Follow up on all orders as necessary.
* Ensure high levels of customer satisfaction through excellent sales service.
* Asses customers needs and provide assistance and information on product features.
* Maintain in-stock and presentable condition assigned areas.
* Actively seek out customers in store.
* Remain knowledgeable on products offered and discuss available options.
* Team up with co-workers to ensure proper customer service.
* Build productive trust relationships with customers.
* Tract record of over-achieving sales quota.
* Arranging the product in the store.
* Maintain the cleanliness in the store.

**June 2012 – December 2013 Sales Executive**

Sticky Prints Business Center

Saavedra St. Toril Davao City, Philippines

***Functions & Responsibilities:***

* Listing all information of client.
* Calling the client and promote the product and the business.
* Advise customers by providing information on products.
* Helps customer make selections by building customer confidence; offering suggestions and opinions.
* Documents sale by creating or updating customer profile records.
* Processes payments by totaling purchases; processing checks, cash, and store or other credit cards.
* Computer works.
* Lay out designs using Adobe Photoshop.

**October2011 – May 2012 Sales Man / Electronics Octagon /** Gaisano Mall of Davao

***Functions & Responsibilities:***

* Check the item purchase and receipt of the out coming.
* Communicate to the customers the information on special offers/ sales promotion events.
* Handle customer complaints professionally and escalate any serious issues to the Store Manager for suitable resolution.
* Offer them qualified advice on the available products.
* recommend/demonstrate appropriate products
* Response comments and suggestion of avid costumers.
* Daily inventory, Monthly Inventory.
* Assist to the customers’ needs.

**July2010 – August 2011** **Receptionist**

**Sutherland Global Services**

Magallanes St, Davao City, Philippines

***Functions & Responsibilities:***

* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Directs visitors by maintaining employee and department directories; giving instructions.
* Maintains security by following procedures; monitoring logbook; issuing visitor badges.
* Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.
* Maintains safe and clean reception area by complying with procedures, rules, and regulations.ssss
* Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* Contributes to team effort by accomplishing related results as needed.

**TRAININGS AND CERTIFICATES:**

**July 16, 2010 Certificate of Participation in the ON-The-JOB**

**Training (OJT) Seminar**

**April 30, 2011 Certificate of Training for having successfully completed the program in PROGRAMMING NC IV**

**ACADEMIC QUALIFICATION:**

2009-2011 **Software Development**

**AMA Computer Learning Center**

 **(Graduate)**

 San Felix Bldg., McArthur Highway Matina, Davao City