**John**

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C/o-Contact No.: +971505891826

EMPLOYMENT HISTORY AND JOB DUTIES

**Merchandiser**

**Puregold Price Club, Inc.**

Balanga, Bataan, Philippines

(January 6, 2013 – January 6, 2014)

* Determines call schedule by reviewing priorities with supervisor; discussing special instructions, product promotions, new products, and price changes.
* Maintains customer relationships by visiting with store managers, department managers, and employees; answering their questions; responding to special requests; describing product features.
* Maintains store shelves by observing displays of company products; removing damaged or freshness-dated products; tidying store shelves; providing optimum display of products.
* Maintains inventory by restocking shelves with product from inventory; observing inventory levels; prompting store management to reorder when levels appear low; arranging for return and credit for damaged products.
* Completes call report by observing display and pricing of competitors' products.
* Helps field sales representatives with special promotions by setting-up displays at aisle ends; checking daily on special promotions; observing customer reaction to special promotions; forwarding observations to management; removing promotions at end of special promotion period.
* Provides information by reporting growth, expansion, or closing of supermarkets in assigned territory.
* Maintains quality results by following and enforcing standards.
* Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
* Enhances merchandising and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**Sales Associate**

**Bench**

Balanga, Bataan, Philippines

(January 15, 2014 – January 15, 2015)

* Participate in stock management and control
* Assist shoppers locate the products and goods they desire
* Perform cash processing and card payments
* Stock shelves with goods
* Answer queries from shoppers
* Guide and give advice to customers on product selection
* Deal with customer refunds
* Keep the store clean and tidy; this includes mopping and hovering
* Work within established guidelines with brands
* Attach price tags to merchandise
* Look out for shoplifters; responsible for security within the store as well as watching out for fraudulent credit cards etc.
* Receive and store stock.

**Instrument Technician**

**Esetech System Engineering**

Sta. Lucia Samal Bataan, Philippines

(Project Based)

* Use hand tools
* Perform mensuration and calculation
* Prepare and Interpret Technical Drawing
* Apply Quality Standards
* Perform Computer Operations
* Terminate and Connect Electrical Wiring and Electronic Circuits
* Install Instrumentation and Control Devices
* Calibrate Instrumentation and Control Devices
* Configure Instrumentation and Control Devices
* Loop check Instrumentation and Control Devices
* Maintain & Repair Instrumentation and Control Devices

Bataan 2020, Inc

Papermill- Samal Plant

Roman Superhighway, Samal, Bataan, Philippines

(November 9, 2015 – November 29, 2015)

Bataan 2020, Inc.

Baesa Plant

Quirino Highway, Baesa Quezon City, Philippines

(December 7, 2015 – December 16, 2015)

**Customer Service Associate**

**Giordano**

SM City Pampanga, Philippines

|  |
| --- |
| (December 20, 2015 – December 18, 2016)Cu   * Prepares for customer inquiries by studying products, services, and customer service processes. * Responds to customer inquiries by understanding inquiry; reviewing previous inquiries and responses; gathering and researching information; assembling and forwarding information; verifying customer's understanding of information and answer. * Records customer inquiries by documenting inquiry and response in customers' accounts. * Improves quality service by recommending improved processes; identifying new product and service applications. * Updates job knowledge by participating in educational opportunities. * Accomplishes customer service and organization mission by completing related results as needed.l Time/Part Time) |

**PERSONAL INFORMATION**

Birth date : May 29, 1991

Age : 25 Yrs. Old

Height : 5’4 ft.

Civil Status : Single

Nationality : Filipino

Sex : Male

UAE Visa Status : Tourist Visa (Dubai)

**EDUCATION AND CERTIFICATION**

**Vocational: Electrotechnical Institute**

**The Process Instrumentation and Control School**

Certificate of Training

Jan.19-Feb. 27,2015***Instrumentation and Control Servicing NCII***

(238 hours)

Feb.20-March 13,2015 ***Instrumentation and Control Servicing NCIII***

(176 hours)

**Secondary**: **Alternative Learning System (ALS)**

Dep-Ed Bataan

High School Certificate, October 2011

**COMPETENCIES AND SKILLS**

* Able to engage and speak to customers.
* Superb people and sales skills.
* Customer service experience in a retail environment.
* Knowledge and experience in using computer systems.
* Communicating effectively and professionally.
* Can work at a sustained pace and produce quality work.
* Highly enthusiastic individual who has a strong desire and commitment to achieve both personal and professional goals.
* High energy levels.
* Goal-Oriented
* Dependable and trustworthy.
* Willing to work late nights, overtime and weekends.
* Punctual and always on time for work.
* Merchandiser Skills: Product Knowledge, Quality Focus, Customer Focus, Client Relationships, Promotions, Reporting Skills, Attention to Detail, Competitive Analysis,