

Name: JOHN

JOHN.345180@2freemail.com

**Career Objective:**

To work in a company that will provide good work Experience ,quality training and Beneficial activities that may enhance my personality and career and in return give my very best to serve the company.

**Personal Skills:**

* Good communication.
* Interpersonal and Organizational skills.
* Relationship Development.
* Persuasive and Articulate.
* Basic computer skills such as Microsoft word.

**Education:**

**Tertiary:** Bachelor of Science Major in Computer Science (BSCS)

College 3rd year Undergraduate 2011-2014 at University Of Caloocan City (UCC)

**Work Experience:**

   Company:       Fast Reatailing Philippines , Uniqlo Philippines

    Address:          Dw Diokno St. Pasay Complex ,Pasay city

    Date Period:   Feb 2,2015 – Dec 20 , 2016

    Position:          Sales Associate

 Job Description:

- Welcoming the customers/Greet customers
- Cashing
- Stock management

- Replenishing
- Preparation and organization of the sales floor
- Organization of the fitting rooms
- Keeping the store clean and attractive
- Recieving deliveries & transferouts

- Preparation on promotion items

- Basic in Visual Merchandising

 Company:        Chicco Company

    Address:          Shaw Blvd. Sm Megamall

    Date Period:   July 2014 - Dec 2014

    Position:          Promodiser

 Job Description:

 - Assisting customers
- Stock Management
- Recieving delivaries
- Making inventory

 - Replenishing

 - Keeping the store clean and tidy

 - Preparation of the sales floor

  Company:       Unilab Company , Guaranteed Marketing Services Incorporated ( GMSI )

    Address:          Savemore Philippines , Acacia Malabon City

    Date Period:   Nov. 2013 – May 2014

    Position:          Merchandiser

    Job Description:

 - Displaying an Item
- Replenishing goods
- Recieving deliveries
- Making inventory
- Keeping item and store always clean

 - Stockroom management

 - Bagger

    Company:        Krooberg Hei Company, Highly Exclusive Incorporated , Olympic Village ( OV )

    Address:           Robinsons Pioneer Bonifacio Taguig City

    Date Period:    June 2013 – Oct 2013

    Position:          Sales Clerk

 Job Description:

 - Assisting customers
- Replenishing good
- Doing inventory of items
- Making daily sales report
- Keeping item always clean & tidy

 - Receiving and dispatching deliveries

Company:      Enderun College

    Address:         Unit  10 Producers Market no. 1 Palayan Road FTI Complex , Taguig City

    Date Period:    April 2013 – May 2013

    Position:         On-call Event Personnel

 Job Description:

- Making lay out of event

- Sudgesting theme for an event
- Designing the event place

Key Skills and Completencies:

* Able to cope with pressure and work in a fast paced environment.
* Willing and capable of learning and adapting quickly.
* Understanding a costumers needs and issues from a business point of view.
* Ability to communicate in a clear and effective manner.
* High level of personal organization ang time management skills.
* Ability  to always maintain self-motivation and consistently pro-active.

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

**I do hereby declare that all the above information furnished by me are true and correct to the best of my knowledge.**

***Dear Sir/Ma’am,***

***I wish to apply for the following roles that are in vacancy in your company or in any position that may match my skill set.***

***Please find enclosed my CV for your consideration.***

***I believe the nature of my previous job has prepared me to work in a well-established company. It involved excellent communication skills - written and verbal, good telephone skills, requiring initiative and a wide range of skills.***

***I am able to take on responsibility of any position you will offer immediately, and have the enthusiasm and determination to ensure that I make a success of it.***

***Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.***