**RECHEL**



[**RECHEL.345241@2freemail.com**](mailto:RECHEL.345241@2freemail.com)

**Professional Summary**

Talented Sales Associate effective at Multi-tasking passionate and friendly attitude under preasrure. Efficiently builds loyalty and long-term relationships with customer while consistently achieving individual sales goals.

**EMPLOYMENT HISTORY**

**Sales Representative**

September 2014

TMG General Trading LLC

Dubai, U.A.E

**Job Description/Duties and Responsibilities:**

* Warm greetings to customers
* Sell specific products and upselling technique services to consumers.
* Demonstrate and show to the customers the benefits of the products.
* Explain different customizable features.
* Discuss warranties and replacement parts.
* Process orders in person and over the phone.
* Check inventory to ensure product is in stock.
* Remove security devices and place properly.
* Collect methods of payment and dispense change.
* Represent and promote the organization with products and services at in-home product presentations, showrooms, and home shows as required.
* Conduct outbound lead follow-up calls to potential and existing customers via telephone and e-mail to qualify leads and to sell products and services.
* Present solutions to furniture buyers including price, credit terms, accurate sales contracts, estimated time of delivery based on firm’s production and delivery schedules.
* Collect and research information needed to identify and resolve problematic situations.

**Watches Sales / Shop In charge**

July 2012 – July 15, 2014

Federal Arabian Agency

Dubai, U.A.E

**Job Description/Duties and Responsibilities:**

* Greet w/smile the customer
* Provide direct customer services by informing them of products and services
* Ensure that customers are directed to the appropriate aisle
* Give the satisfaction of the customer
* Make sure that the customer has purchased before leaving
* Create and execute appropriate strategic plans to bring in more business
* Research sources in order to develop new business connections
* Meet individual and company sales targets
* Promote new products to walk-in customers and record orders
* Handle and resolve customers’ complaints
* Explain products’ value and capabilities to customers
* Process payments in terms of cash and credit cards
* Verify the validity of paper money and credit cards
* Tally cash with receipts at the end of the shift
* Deposit weekly cash sale
* Maintain stocks and inventory
* Stock shelves with appropriate products and ensure correct price tagging
* Make the daily sales report at the end of the day
* Make sure that the shop/showroom is always clean.

**Training Certificate:**

Police and Paris Hilton watch

December 15-16, 2013

Swiss Watch Group FZE

**SPECIAL SKILLS**

* Knowledgeable in computer – related applications such as Microsoft word, excel & internet,
* Good intra-interpersonal skills and can work under pressure
* Comfortable serving customers
* Positive good natured attitude and flexible
* Good organizational and time management skills
* Exceptional interpersonal and communication skills
* Able to get along well with co-workers and accept supervision. Received positive evaluations from previous supervisors.
* Able to stand for extended periods of time
* High attention to detail
* Passionate and multi-tasking
* Product knowledge
* Can work without being told

**EDUCATIONAL BACKGROUND:**

**Caregiver**

Skill Power Institute

San Rafael Proper, Tarlac City Philippines

October 2007

**Bachelor of Science in Business Accountancy**

Tarlac State University

Tarlac, Philippines

1998 – 2001

*I hereby certify that the above information are true and correct to the best of my Knowledge and belief.*