**Liberty** **Liberty.347721@2freemail.com**

**SUPERVISOR / SENIOR SALES EXECUTIVE**

***Strengths and Qualifications***

* More than 12 years of working experience in handling various positions.
* Expert in selling, possess excellent communication skills, marketing advertising, promotions, customer services,
* Experienced in supervisions, team management, coaching, training, goal oriented and providing customer satisfaction from all walks of life.
* Highly motivated individual, resourceful and has a high capacity for multi-tasking.
* Extensive experience in dealing to executives, elite people and purchasing manager as well.
* Self-updated in fashion and trends, creative, computer literate, excellent professional skills.

**PROFESSIONAL EXPERIENCE**

***Senior Sales Executive***

**Saks Fifth Avenue – International World Class - Department Store / Style Avenue Middle East, Dubai, U.A.E.**

**June 2007 – December 2016**

A world class Department Store dealing with a high end fashion brands like **Prada, Dolce & Gabbana**,

**Marc Jacobs, Oscar Dela Renta**, **Galliano**, **Carolina Herrera, Nina Ricci, DVF**, **Jean Paul Gaultier** and many more famous brands designer.

* Greet the Guest upon entering the store with a warm smile and sincere.
* Create a positive first impression for the customer through an energetic attitude and adhering to dress code.
* Create a sparkling, clean and organized environment by maintaining store standards and cleanliness.
* Provide Guest with current relevant information about the product.
* Informed the Guest for the new collect, promotion, events, and activities.
* Maintain quality service in the fitting rooms, follow up with customers in timely manner.
* Performed Brand Presentation (History of Designer & background, range price, features & benefits).
* Participated in all store meetings and other related functions.
* Represent a positive attitude towards the management, colleagues, merchandise and the brand.
* Professionally presented qualities of fabrics of the products, features and benefits.
* Strategically applied and utilized effective techniques to increase sales through LINK SELLING, CROSSELLING, and UPSELLING.
* Cheerfully welcomed walk-in Guests and diligently escorted them in the whole store. Introduced various sections for respective group of products.
* Managed the inventory twice a year, stock loss, ensure stock loss targets were achieved.
* Initiated obtaining feedback from Guests to improve products and services.
* Sincerely thanked all Guests for shopping and escorted them as they exit the store and invites to come again.

***Sales Executive Cum-Cashier***

**Dolce & Gabbana, Saks Fifth Avenue, Dubai, U.A.E.**

**April 2004-June 2007**

***Executive Assistant***

**AL SHAMSI COMPANY Sheikh Zayed Road Dubai, U.A.E.**

**October 2003 – March 2004**

* Prepare and edit correspondence, communications, presentations and other document
* File and retrieve documents and reference materials
* Conduct research, collect and analyses data to prepare reports and documents
* Manage and maintain executives’ schedules, appointments and travel arrangements
* Arrange and co-ordinate meetings and events
* Record, transcribe and distribute minutes of meetings
* Monitor, screen, respond to and distribute incoming communications
* Answer and manage incoming calls
* Receive and interact with incoming visitors
* Liaise with internal staff at all levels
* Co-ordinate project-based work
* Supervise, coach and train lower level staff

***Showroom Manager***

**Kenzo / Cacharel / Burberry – Zarouni International Rivoli Company, Dubai, U.A.E. March 1998 – September 2003**

* Ensured optimum levels of commerciality are delivered at all the times and ensure commercial decisions are made on a daily basis.
* Planned all promotional activities to be launched consistently and efficiently and implement current sale guidelines.
* Ensured that the store maximize sales and exceeds store budgets through highest possible and on the job coaching to motivate all team members.
* Managed different famous brands from France for ladies and kids wear.
* Maximized store contribution through exploiting maintaining store standards and implement the plans.
* Ensured the brand has full exposure to all ongoing business development projects, recommend store layouts, give feedback on lines, seller and customer request. Recommended in-store promotion.
* Approved store documents i.e. reports, exchange, discount, etc. handles petty cash and replenishments

***Sales Associate Cum Cashier***

**M.H.ALSHAYA CO.LIZ CLAIRBORNE, Dubai, U.A.E.**

**June 1996 – January 1998**

***Sales Representative***

**SPECIALISTS INCOPORATION MARKS & SPENCER,**

**Shangri-La Edsa Ortigas Manila, Philippines**

**May 1991 – April 1996**

**TRAINING AND SEMINARS**

|  |  |  |
| --- | --- | --- |
| **CRA-CHALHOUB RETAIL ACADEMY** |  | **SAKS FIFTH AVENUE** |
| - | Guess Experience | - | Appreciating Differences |
| - | Selling Skills | - Step Into Saks International |
| - | Operational Skills | - | Performance Management |
| - | Visual Merchandising | - | Dolce & Gabbana |
| - Chalhoub Retail Vocational Qualification | - | Team Building |

|  |  |  |
| --- | --- | --- |
|  | **EDUCATIONAL BACKGROUND** |  |
|  | Bachelor of Science in Computer Science | June 1991 | - April | 1994 |
|  | **National University**, Manila Philippines |  |  |  |
|  | Secretarial Course | June 2003 | - September | 2003 |
|  | **Nadia Training Institute, Dubai, U.A.E.** |  |  |  |
|  | Certified Business Administrator Course | May 2008 | - October | 2009 |
|  | **Career Institute, Dubai, U.A.E** |  |  |  |
|  | CRA – Chalhoub Retail Academy | June 2015 | - December | 2015 |

**Chalhoub Retail Vocational Qualification**

**Dubai, U.A.E**

**PERSONAL INFORMATI0N**

**Nationality:** Filipino

**Driving License:** Holds valid UAE Driving License

**Availability:** Immediate