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**DENNIS**

**DENNIS.350115@2freemail.com**

**OBJECTIVE:**

*To secure a position to dynamic growing and challenging organization where my work qualifications and experience could be utilized and where a career and future advancement is being offered.*

**EDUCATIONAL BACKGROUND:**

**Rizal College of Taal**

**Computer Technician**

**Batangas, Philippines**

**WORK EXPERIENCES:**

**STOREKEEPER**

**(May 2014 up to present)**

**Azadea Group of Companies**

**ZARA, The Dubai Mall**

**Dubai, UAE**

* *Receive merchandize and count it physically and electronically in order to ensure accuracy of information*
* *Inspect the quality of the received products looking for damaged or wrong items and report discrepancies to the hierarchy*
* *Classify and store items in the warehouse on a daily basis as per shop procedures in order to ensure timely finding and release of products.*
* *Organize and arrange merchandize according to items characteristics and set standards, and tag newly arrived and/or returned items as instructed*
* *Coordinate the cleansing of the warehouse with designated cleaning agents*
* *When requested, participate in the inventory of products and report the end-of-day inventory status to Shop Manager*
* *Assist Sales Associate in replenishing stocks on the shelves in order to ensure availability of products at all times*
* *Report any suspected theft or loss prevention issue to the Loss Prevention department*
* *Maintain knowledge of new sales policies, promotions, new items, and other specific issued as needed.*

**SALES ASSOCIATE**

**(July 2013 – January 2014)**

**Giordano**

**Manila, Philippines**

* *Ensure that each customer receives outstanding services by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service.*
* *Maintain an awareness of all promotions and advertisements.*
* *Assist in floor moves, merchandising, display maintenance, and housekeeping.*
* *Assist in processing and replenishing, merchandise and monitoring floor stock.*
* *Aid customers in locating merchandise.*
* *Communicate customer request to management.*
* *Assist in completing price changes within the department.*
* *Participate in year- end inventory and cycle counts.*
* *Assist in ringing up sales at registers and or bagging merchandise.*
* *Receive payment by cash, cheque, credit cards, vouchers, or automatic debits.*
* *Issue receipts, credits, or change due to customers.*
* *Calculate total payments received during a time period reconcile this with total sales.*

**ADMINISTRATOR**

**(July 15, 2010 – March 14, 2013)**

**YANNIE INTERNET CAFÉ**

**R. Matanda Street, Lemery, Batangas, Philippines**

* Highly skilled in repairing and troubleshooting of computer hardware, software, computer networking and printers
* Profound understanding of technical manuals and schematics
* Good organizational and communication skills
* Good customer service skills
* Microsoft Windows XP and Windows 7
* Microsoft Office 2007
* Outstanding communication skills to relate with team members and support workers
* Skilled in time, priority and task management
* Ability to work without help
* Ability to learn and relate technical concepts promptly

**QUALIFICATION:**

* *Good knowledge in troubleshooting desktop, computers programs, networking, programming and printing mail servers*
* *Hardworking, detail oriented, and able to multi-task effectively*
* *Have a positive working attitude and fast learner*
* *Strong belief that there is always a space for improvement*
* *Computer Literate ( Microsoft Office, Word, Excel, PowerPoint )*
* *Willingness to work under pressure and has total dedication to work.*
* *Able to work with different types of people*

