**MARY**



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| |  | | --- | |  | |  |   **POSITION APPLYING: any suitable position**  **objective** | |
|  | To be a part of a progressive organization where I can contribute my knowledge and gain more experience for the advancement of my career and the development of my work effectively and acquire fulfillment in the field I have chosen. |
| **Experience** | |
| **THE BODY SHOP**  **STORE MANAGER**  The Body Shop  Cosmetics Trading LLC  Dubai UAE  June 2011 – Sept 2016 | **JULY 19 2006 – SEPT 05 2016**  JOB DESCRIPTION:   * Responsible for the day to day operation of the store. * Ensuring the shop is commercially merchandised, organized, clean and tidy. * Ensuring the excellent customer service standards are always performed. * Creating motivational environment where the team work together to achieve the shared goals. * Motivates the team to have a positively selling system, policies and procedures. * Completing all back office cash and till procedures quickly, securely and accurately. * Managing stock levels, ordering procedures and inventory taking procedures. * Ensuring a healthy and safe working environment is maintained at all times. * Ensuring the performance of the team members/staff to the current guidelines of the store. * Review and appraising the performance of the team members/staff. |
| **SENIOR SALES ADVISOR**  The Body Shop  Cosmetics Trading LLC  Dubai UAE  July 2006 – June 2011 | JOB DESCRIPTION:   * Performing excellent customer service standards. * Always welcome the customer by warm greetings. * Actively listening and summarising the needs of the customers and give them recommendation and demonstration tailored to the customer needs. * Keep the shop well merchandised, organized, clean and tidy. * Processing customers till transactions quickly and accurately in accordance with the store procedures. * Efficiently processing all stock, including deliveries, stock transfers and related administration. * Ensure that the goals of the team are always achieved. |

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| **BEAUTY ADVISOR** Rustan’s Makati  Phillipines  *May 2002 to Nov 2005* | JOB DESCRIPTION:   * Set and achieve personal goals while supporting of the team’s goals. * Greet customer in a timely professional and engaging manner. * Initiate service consultations by asking open-ended questions to learn the customer’s preference and needs. * Provide honest and feedback to customer regarding products. * Demonstrated and recommended cosmetics and skin care products to meet the customer’s needs. * Consistently seek trend and products knowledge to act as an expert for customers. * Perfom daily department maintenance tasks including stock work re-merchandising display price. |

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| **OTHER QUALIFICATION** | |
|  | * Have a deep knowledge and understanding of Skin Care, Make up, Bath and Body’s daily use. * Key accountabilities as a Store Manager. Inspiring the customer, Team Working, Communicating Effectively, Learning and Developing , Planning and Organizing, Increasing Sales and Managing Costs, and Technical Skills. |
| **Education** | |
| Graduated Year 2000 | **Associate in Computer Technology**  STI Computer College  Balanga, Bataan  Philippines |
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| **PERSONAL dETAILS** | |
|  | Date of Birth: February 5, 1980  Height: 5’1”  Nationality: Filipino  Visa: Visit Visa |