**MARY**



**MARY.354961@2freemail.com**

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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 ShopCosmetics Trading LLC Dubai UAEJune 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.
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| **SENIOR SALES ADVISOR**The Body ShopCosmetics Trading LLC Dubai UAEJuly 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 MakatiPhillipines*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.
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| **Education** |
| Graduated Year 2000 | **Associate in Computer Technology**STI Computer CollegeBalanga, Bataan Philippines |
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| **PERSONAL dETAILS** |
|  | Date of Birth: February 5, 1980Height: 5’1”Nationality: FilipinoVisa: Visit Visa |