**Curriculum Vitae**



**Macdalin**

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**OBJECTIVE:**

To obtain the executive sales/marketing management position within a growth oriented, progressive company and apply my business development/sales skills to an environment where they will make a significant impact on the bottom line.

**SKILLS AND QUALIFICATIONS:**

* Strong sales, convincing and communication skills.
* Knowledge of selling techniques and merchandising.
* Innovative and persuasive.
* Strong collaboration, influencing and problem resolution skills.
* Developing new costumers.
* Aware of the latest market trends and up to date on product knowledge.
* Proven record of using the right process for cash, credit cards, or other types of payment.
* Highly skilled in using scanners, cash registers, and calculators to calculate the price of items that customers buy
* Ability to work shifts, including overtime, statutory holidays and Sundays.

**WORK EXPERIENCE:**

**Sales Advisor**

**Mango Fashion**

Seef Mall, Bahrain

January 2016 - March 2017

**Job Description:**

* Greeting and welcoming all potential and existing customers to the store.
* Matching the customer’s need to the right product.
* Willing to approach customers and able to close a sale.
* Maintaining very high merchandising standards.
* Taking customer payments in cash or via credit cards.
* Dealing with and resolving customer complaints and concerns.
* Having team meeting and sharing best practice ideas with colleagues.
* Adherence to all Company policies and procedures
* Answering phone calls courteously and accepting customer orders.
* Handling cash register and accepting credit/debit card payments.

**Sales Consultant**

**Superdry Fashion Store & Nine West Boutique**

SM Megamall

Mandaluyong City, Philippines

November 2014 - August 2015

**Job Description:**

* Greeting and welcoming all potential and existing customers to the store.
* Matching the customer’s need to the right product.
* Willing to approach customers and able to close a sale.
* Maintaining very high merchandising standards.
* Taking customer payments in cash or via credit cards.
* Dealing with and resolving customer complaints and concerns.
* Having team meeting and sharing best practice ideas with colleagues.
* Adherence to all Company policies and procedures.
* Stocking, folding, replenishing and displaying merchandise in the store.

**Cashier**

**Ace Hardware Philippines Inc.**

SM Makati

Makati City, Philippines

March 2014 – September 2014

**Job Description:**

* Accepting payments from customers and give change and receipts.
* Using scanners, cash registers and calculators to calculate the price of items that customer buy.
* Proven record of using the right process for cash, credit cards and other types of payment.
* In-depth knowledge of handling returns and exchanging of goods.
* Thorough understanding of counting the money is register at the beginning and end of shift.

**Admin Office Assistant**

**Urduja Security Services**

Marikina City, Philippines

April 2013 – February 2014

**Job Description:**

* Answering telephone calls.
* Responding to all clients/customers inquiry.
* Handling mails and fax documents
* Develop and maintain document control processes for the efficient management.
* Maintain a proper and user friendly filing and document control system for recording and tracking of all documents for the department.
* Daily admin roles and assist to keep stock of stationary supplies for the department.
* Prepare and raise purchases requisition for purchase of office equipment’s for new staff.
* Perform data-entry, recording, printing and filing duties.

**EDUCATIONAL BACKGROUND:**

* **Pangasinan State University**

**Bachelor of Science in Business Management**

**Major in Operation Management**

Lingayen, Pangasinan, Philippines

S.Y. 2009 – 2013

* **Pangasinan National High School**

Lingayen, Pangasinan, Philippines

S. Y. 2001 – 2004

**TRAINING AND SEMINAR ATTENDED:**

* **On The Job Training - Provincial Accounting Office**

Provincial Government Office

Lingayen, Pangasinan, Philippines

November 2012 – February 2013

* **Forum on Basic Human Rights**

Sison Auditorium

Lingayen, Pangasinan, Philippines

2nd of February 2013

* **Facilities Management Seminar**

Pangasinan State University

Lingayen, Pangasinan, Philippines

3rd of October 2012

**References are available upon request**

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

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