**GLENN**



**GLENN.357732@2freemail.com**

**Objectives**:

* To obtain a responsible position and challenging role in a progressive company that would enhance and utilize my knowledge, abilities, through continues learning for growth of company and as individual as well.
* Detail-oriented, efficient and organized professional with strong analytical and communication skills.
* Accustomed to work in a demanding work environment.
* Ability to work well in a team environment that promotes inclusiveness and communication among team members.

**Professional Experience**

**Section in Charge June 2013 - Present**

**Watch Department**

**Location: Ansar Mall Gallery (Sharjah, U.A.E.)**

* Responsible for describing a products features, demonstrating its use, or showing various

 colors of the companies merchandise

* Responsible to handle different types of customer
* Receiving and storing large amount of stock.
* Keeping the store tidy and clean.
* Assisting customer what they looking for.

**Salesman June 2013 – May 2013**

**Kitchen Appliance**

**Location: Ansar Mall Gallery ( Sharjah, U.A.E.)**

* Always maintain the stock in levels.
* Checking the availability reports
* Coordinate the staff to accomplish the work required to close sales.
* Preparing the monthly sales and big sales.
* Processing the LPO (Local Purchase Order), making order and follow –up to supplier.
* Conducting monthly and yearly inventory.
* Tagging barcode from the new items and making price change from the old items.
* Communicate to customer the information on special offer.
* Keep always organized the display.

**Sales** **Representative January 2011 – January 2012**

**RUSI LRCI-RAMCYCLES Inc., San Ildefonso, Philippines**

* Finds prospective client and asking for fund details.
* Checking House Location.
* Discussing the roles and regulation about the monthly payment.
* Submitting the monthly sales report.
* Transferring damage units by parts to the main office
* Assisting customer and discuss every aspects the motorcycles.
* Testing the unit in front of the customer.
* Ensure customer service satisfaction and client relationships.
* Develop and maintains sales materials and current product knowledge.
* Makes a point to exceed the monthly target and maintaining growth every month.

**Salesman September 2009 – June 2010**

**Shoes Department**

**Robinsons Mall Tacloban City, Philippines**

* Arranged and display merchandize to promote sales.
* Demonstrate appropriate product to meet their needs and wants.
* Checking stock daily and give order to the deputy floor Manager in order to maintain the stock.
* Keep in always organized the display.
* Communicate to customer the information on special offer/sales promotion.
* Have a passion for providing quality customer service and good skill desire to excel the highest target of sale.
* Maintain personal grooming as per standard to present a positive image.

**Waiter July 2008 - August 2009**

**Andoks Tacloban City, Philippines**

* Greeting customers as they arrive and showing them to their table.
* Making sure tables are clean and tidy.
* Giving out menus and taking orders for food and drinks.
* Serving food and drinks.
* Dealing with bill payments.
* Promptly respond to guest with any additional request.
* Observes guests and ensure their satisfaction with the food and service.

**Educational Background**

**TERTIARY**

 **Bachelor of Science in Criminology**

 Leyte Colleges of Tacloban City

Brgy. Santa Cruz Tacloban City, Philippines

June 2006- March 2009