**First Name of Application CV No 217920**

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**OBJECTIVE**

To achieve a position in a company where my proven competence, experience and skills can be utilized. That will provide the company a substantial, valuable and profitable contribution with excellent service and dedicated work.

**EDUCATIONAL BACKGROUND**

**Degree Holder: Bachelor of Science in Sanitary Engineering**

**University of Northern Philippines ( 2008)**

Bacsil National High School ( 2001)

Cabugao South Central School ( 1997 )

**PROFESSIONAL EXPERIENCE**

**SALES ASSOCIATE**

**AL MAYA GROUP – DUBAI, UAE ( 2011- PRESENT )**

**RUSTAN SUPERCENTER INCORPORATED – MANILA, PHILIPPINES( 2010 – 2011 )**

* welcome customers who enter the shop
* Involved in stock control and management
* Assisting shoppers to find the goods and products they are looking for
* Stocking shelves with merchandise and keeping the store tidy and clean
* Answering queries from customers
* Reporting discrepancies and problem to the supervisor
* Giving advice and guidance on product selection to customer
* Responsible dealing with customer complaints
* Working within established guidelines, particularly with brand
* Receiving and storing the delivery of large amounts of stock

**CASHIER( GRAVEYARD DUTY )**

**AL MAYA GROUP ( 2011 – PRESENT )**

* First point of contact for customers.
* Responsible for the smooth transaction of customer purchasing their goods.
* Administrative and compliance with company standards.
* Balancing cash register with receipts.
* Cash handling and making sure balance always correct.

**STOCK CLERK**

**ISETANN DEPARTMENT STORE, INC.**

**CUBAO, QUEZON CITY, PHILIPPINES ( 03/24/2009 – 02/06/2010 )**

* Receiving and stacking of store merchandise and verifying the same with the items listed in the purchase order
* Sorting the goods and merchandise and assigning relevant price tags and labels to the same
* Maintaining regular inventory counts and keeping a record of all store goods
* Organizing the merchandise on the store shelves
* Ensuring cleanliness and order in storeroom and in the store
* Synchronizing work functions with co-workers and other departments of the establishment
* Reporting discrepancies such as loss and damage of goods to the supervising manager
* Completing all assigned tasks assigned by the supervisor
* Ensuring that the goods are replenished on the sale floor before the opening of the store

**SKILL HIGHLIGHTS**

* Possess excellent written and verbal communication abilities
* Effectively manage time, meet targets and work in a team
* Knowledge of using PC, for maintaining store records
* Hardworking, honest, career-oriented, goal focused and willing to work at any given time
* Computer literate such as MS Word, Excel, Powerpoint, Internet ( Research and Navigation )