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**Leonarose**

**Leonarose.366229@2freemail.com**

**CAREER OBJECTIVE:**

A sales position that will effectively utilize acquired expertise, creative talents and comitment to excellence. Desire a position with career potential growth.

**SUMMARY OF QUALIFICATION:**

* Fast learner, with an ability to easily grasp and put into application new ideas, concepts, methods and technologies. Dedicated, innovative and self-motivated team player/builder.
* Excellent communication skills, independent, trustworthy

**CAREER HISTORY:**

**Cashier**

Lulu Hypermarket – UAE

* To receive the payment of the customers and to assist them of their needs by giving information about the items they are looking for.
* Calculate total payments, received during a time period, and reconcile this with total sales

. Counted money in cash drawers at the beginning of shifts to ensure the amounts were correct and there was adequate change.

Promoter :

SM City - Phil.

* Advise customers on purchases and provide excellent customer service.
* Helped customers identify their requirements
* Promoted products and partake in sales-promotion campaigns
* Advised customers on the use, utility, and maintenance of products

Sales:

Gaisano City- Phil..

* Answered customers' questions regarding information or procedure and policies.
* Assisted customers who want to return and exchange the products.
* Assisted customers about the product what they are looking for

Asst. Secretary:

Trading Company- Phil.

 Answering phone calls,and forwarding calls in different departments.

 Recording customers items for orders.

 Follow up all deliveries,to ensure customers will receive at exact time and date.

**EDUCATION and TRAINING:**

Basic of Computer Application

Culinary Arts,Formal Education

Secondary- ANCHS

Elementary-Ugbo Elem. School

**LANGUAGE SPOKEN AND WRITTEN:**

Foreign language : English,

National language : Tagalog

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