

**REYNALYN**

**Reynalyn.367216@2freemail.com**

**POSITION APPLIED:Counter Staff**

**To assume challenging position in a reputed organization that will enhance my experience and share my knowledge in order to give a valuable contribution for success and progress of the company.**

**PERSONAL INFORMATION**

**Nationality: Philippines**

**Age: 31**

**Marital Status: Single**

**Citizenship: Pilipino**

**Visa Status: Visit visa**

**EDUCATIONAL BACKGROUND**

**Virgen Milagrosa University Foundation**

**San Carlos City Pangasinan, Philippines**

**Bachelor in Science in Computer Science**

**PROFFESIONAL EXPERIENCE**

**Max Fashion Retail LLC,Landmark Group UAE.**

**Senior Sales Associate/Cashier**

**February 08, 2011 to December 30, 2015**

**DETAILEDJOB DESCRIPTION:**

**Cashier**

* **Face the customer with smile and greet**
* **Knows the procedure return and exchange policy**
* **Sending daily sales report to head office**
* **Communicate properly giving good information**
* **Computer literate**

**Senior Sales Associates**

* **Attends and services to customer inquiries, needs to provide them information on procedures or policies of the company**
* **Exceed sales to customer service satisfaction objectives to company standard**
* **Ensure the store is merchandize commercially and visually**
* **Responsible for notifying administration of any required updates of customer records on the organization**
* **Monitor the bestsellers reorder on regular basis and making recommendation the slow moving items**
* **Display Replinishment and always updated for the props and maniquin**
* **Communicate efficiently with employees and client work as sales representative**

**National Food Authority**

**Lingayen Pangasinan,Philippines**

**Receptionist**

**April 02, 2005 to June 03,2005**

* **Greet customer with smile and make sure they are warmly comfortable**
* **Answer telephone calls**
* **Maintaining and updating client record, office expenses in excel, also other files and documents**
* **Maintains payroll information by collecting and entering data.**
* **Coordinate mail flow in and out office**

**Language Skills**

* **Tagalog**
* **English**
* **Arabic**

**References**

**Aroop Ratan Chakraborty**

**Retail Planner Merchandizer**

**Max Fashion Retail**