

**Jean**

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**Profile**

*A versatile, customer oriented and well experienced Salesperson proficient in Customer Service, Sales and product inventory, Indoor merchandizing, Visual Merchandising and Cashiering.*

**Objective**

*Looking to secure a challenging and rewarding new role within the sales industry, where skills, knowledge and expertise gained throughout previous experience can be transferred across and utilised to best effect for the benefit of your organisation.*

**Key Competencies**

* *Team Work*
* *Customer Oriented*
* *Communication*
* *Drive*
* *Open to opportunity*

**Career Summary**

**M.H. AL Shaya - NEXT | Sales Associate**

**May 2013– May 2017**

* *Responsible of assuring the Stores’ readiness prior to opening in terms of product merchandising, orderliness, and maintaining product availability.*
* *Guaranteeing customer satisfaction by delivering excellent and courteous service.*
* *Cashiering and completing every transaction (in different currencies) in a fast and efficient manner.*
* *Executes suggestive selling to improve product sales.*
* *Acted a role of a* ***Visual Merchandiser (VM)*** *who keeps the store presentable in a specific way to draw customer’s attention from the outside and ensure that the same is what they can find on the inside. Some of the VM’s responsibilities are as the follows-*
  + *Implements latest commercial practice to maintain the most effective visual merchandising standards, adhering to brand guidelines and ensuring the best visual presentation of the store and merchandise.*
  + *Ensuring that the highest standards of visual merchandising are implemented and maintained in the stores.*
  + *Arrange merchandise, signage, fixtures, mannequins and backdrops, utilizing window packs, in-store layout guides, promotion collateral packs, equipment and fixture updates.*
  + *Arranging Podium Set-up with Mannequins.*
  + *Assist in driving sales target up through the brand standards and focus on current commercial trends, providing up to date, consistently changing visual display within brand specific guidelines.*
  + *Assists in daily replenishments in stores and giving specific instruction to store team members on merchandising, placement and display.*
* *Maintain and organize all in-store Point of Sale (POS) and VM equipment. Receiving and storing them properly.*
* *Keeping records for any top up order and future reference.*
* *Deliver monthly in-store training and coaching to share initiatives and best practices.*
* *Catwalk dressing*
* *Window dressing*
* *Outfit building for mannequins*
* *Changing store layouts*
* *Point of sales (POS) marketing*

**SM Department Store Philippines – SM Manila | Sales Clerk**

**January 2010 – May 2011**

* *Provide excellent customer service by attending to every customer’s needs.*
* *Completing transactions assuring customer satisfaction.*
* *Maintaining a customer friendly environment by being courteous and customer focused.*
* *In-store merchandising and stock replenishment.*

**Mercedes Glass & Aluminium Supply | Cashier**

**March 2007 – June 2007**

* *Performing cash and credit card transaction from the customers.*
* *Reconciling and recording transactions and generating daily sales report.*
* *In-charge of accounts receivables and monthly inventory of stocks in hand.*
* *Performs bank and other financial transactions in behalf of the company.*

**Trainings Details**

*NEXT Denims Training | NEXT Dubai Mall – May 2016*

*Basic Customer Service and Cashiering Training | SM Prime Holdings Manila – Jan 20, 2010*

*Mannequin Dressing Training | TESDA, Gerona Tarlac – (30 Hrs) June 2007 – July 2007*

**PERSONAL PROFILE**

Visa Status: *Transferable*

Civil status: *Single*

Age: *28 years old*

**Education**

* *Tertiary | Information Management | Tarlac State University, Philippines – June 2007 – April 2008*
* *High School Diploma | Gerona Institute, Tarlac Philippines – June 2003 – March 2007*