****Nilbert

Sales Promoter / Sales Assistant

E-mail: nilbert.370621@2freemail.com

May 10th, 1987 / **PHILIPPINES**

CAREER SUMMARY:

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| A talented, confident and well-experienced candidate who is able to create a welcoming personal environment for all retail customers. Able to deal with shoppers on a face to face basis in any fast paced retail environment. Able to work accurately to deadlines and focusing on providing excellent customer service at all times. A driven individual who wants to progress, now is looking for an opportunity to work a company who truly value their staff and will strive to develop their career on the next stage. |

CAREER HISTORY:

**Sales Assistant Jan. 2010/Nov.2016**

Mohd. Al Kandari Trading Co. LLC

Wholesale & Retail Tailoring Accessories

**Naif Dubai, United Arab Emirates**

Responsible determining the needs of customers by talking to them and showing them the range of suitable products available. Advising shoppers on the size, color, price and availability of something they really like. Also helping out with answering telephone inquiries, e-mails, unpacking and pricing newly arrived goods, checking stocks, & reaching to frequent inquiries for articles not available in the store.

**Duties:**

* Provide excellent customers service
* Generate maximum sale revenue
* Responsible for greetings and assist every customer entering the shop.
* Organized and checking of goods on display are in stock.
* Serving customers at the sales overflow.
* Loading and un-loading stocks, boxes, cartoons, sacks
* Offering face to face advice to customers on the stores product
* Handling customer complaints and returns.
* Ensuring all areas of the store remains tidy at all times
* Accepting payments through POS’s.
* Negotiating clients & making proposal about prices and quantity.

**Sales Promoter: Oct. 2007 / Dec. 2009**

Emcor Home Appliances Inc.

National High Way General Santos City

**Philippines**

Responsible for promoting, demonstrating the features of a product to an audience or client. Shows how product works, takes questions, and attempts to persuade consumers or clients to buy product.

**Duties:**

* Set up booths or promotional stand and stock product.
* Work as a team player to ensure each customer receives the best service possible.
* Greet customers in timely, professional and engaging manner.
* Attending quarterly for conducted promotion.
* Consistently seek new product knowledge to act as an expert for the customer.
* Demonstrate and provide information on promoted product/services.
* Identify interest and understand customer needs and requirements.
* Instruct customers in alteration of the product

**Skills:**

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| **RETAIL**DemonstratingAdvising customersCustomer focusedSales maximizationRetail KnowledgePromoting productsSales target | **PROFESSIONAL**Customer serviceGood CompetitorsMerchandisingSales experienceTechnical skillsPromoter | **PERSONAL**Communication skillsGood listenerAmbitiousDedicatedConfidentTeam playerSelf-motivatedFast learner |

**COMPUTER SKILLS:**

* MS EXCEL – Data Entry In-coding
* MS WORD – Using Style in word
* POWER POINT – Creating presentation or Slide show

**KEY SKILLS:**

* Excellent communication skills with the ability to speak **Arabic, Urdu.**
* Resourceful, well organized, highly dependable, efficient and detail oriented.
* Can work independently, multi-task, handling under pressure and work as part of a team.
* Physically fit, having plenty of stamina and able to stand for a long period.
* Worked overtime, holidays and weekends to accommodate company needs.
* Excellent communication skills (listening, verbal, written).
* Flexibility, adaptability and managing multiple priorities.

**EDUCATION:**

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| Bachelor of Science in Business Management (BSBM) | Notre dame of Dadiangas University (NDDU)General Santos City, Philippine | Year Attended 2005-2007(Under-Graduate) |

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| Friday Class:Auto-cad Marcom Pinoy-cadAwarded of Best project for 2 dimensional Drawing  | Al Karama Dubai, United Arab Emirates | From Sep. – Nov. 2011(Certificate) |

**VISA STATUS:** Visit visa

I solemnly declare that all the above information is correct to the best of my knowledge and belief.