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**PADRON**

[**Pardon.372123@2freemail.com**](mailto:Pardon.372123@2freemail.com)

Visa Status : Employment Visa (can join Immediately)

**Objective:** To be part of your prestigious company and obtain a challenging and responsible position where I can learn & contribute my skills, knowledge and ability for company's growth and development.

**Qualifications:** Extensive working experience in sales and customer service♦ Can Interface well with others at all level of professional ♦ Knowledgeable in using Microsoft - application.

**Skills/Competencies:**

* Over 7 years experienced a Sales executives in Retail Industry and as well as 2 years as a Front desk officer.

**Communication:**

* Proficient in both oral and written communication with good analytical ability
* Can speak and write English, Tagalog, Cebuano

**Others:**

* Have worked as a Non Academic Scholar - UC Main Library (Circulation Section) for 2 years.
* Have worked as a Kitchen staff/crew in a Fast food Restaurant (Jollibee Foods Corp.) for 6 months

**Work Experiences:**

**Al Futtaim Company LLC : From March 2016 to April 2017 ( Sales Executive)**

**Dubai, United Arab Emirates**

**Watches and Jewellery (Watches Brands: Seiko, Fossil, Casio, Philip Stein, Kolber, Raymond Weil etc.,**

* Accomplished monthly Sales Target
* Arranging, displaying and checking quantities of goods on display and in stock.
* Greet customers, establishing rapport and maintaining good relationship with the customers.
* Explaining about the details of watches and jewellery, quality and provide information about warranties, specifications, care and maintenance, delivery options and financing available.
* Place special orders and helping customers make the right choice of watches and jewellery by making appropriate suggestions based on their requirement.
* Organize and process merchandise exchanges, repair or alteration of merchandise.
* Negotiating the terms of an agreement and closing sales.
* Keeping abreast of the latest trends in watches and jewellery and sales prices.
* Upholding the policies of the store while making sales.
* Recording sales and order information and sending copies to the sales office.

**Pink Chic (Jawhara Jewellery LLC) / (Malabar Gold and Diamonds Venture: From August**

**September 2013 up to January 2016 (Manager In - Charge)**

**Dubai, United Arab Emirates**

* **Manages all the staff, schedules, and any issue involving the staff and store.**
* Displaying and checking quantities of goods on display and in the stock.
* Keeping up to date the new trends and the price list of the jewellery
* Ensuring that the clients receive a better explanation with regards to the details of jewellery, which includes the quality, how to care and maintenance, provides information about warranties and many more.
* Placing special orders and helping customers make the right choice of jewellery by making appropriate suggestions based on their requirement.
* Opening and closing of Store Branch.
* Making report which includes reporting of sales, order information and send to the office.
* Negotiating the terms of an agreement and closing sales.

**Pure Gold Jewellers August 2010 - July 2013 Dubai, United Arab Emirates**

(Sales Executive)

* Arranging, displaying and checking quantities of goods on display and in stock.
* Explaining about the details of jewellery, quality and provide information about warranties, specifications, care and maintenance, delivery options and financing available.
* Place special orders and helping customers make the right choice of jewellery by making appropriate suggestions based on their requirement.
* Organize and process merchandise exchanges, repair or alteration of merchandise.
* Negotiating the terms of an agreement and closing sales.
* Keeping abreast of the latest trends in jewellery and sales prices.
* Opening and closing of Store Branch.
* Upholding the policies of the store while making sales.
* Recording sales and order information and sending copies to the sales office

**Golden Peak Hotel (4 Star Hotel) March 2008 - May 2010 Cebu City, Philippines**

(Front Desk Officer)

* Provide assistance to guests and to ensure to create loyal and happy guests.
* Providing guests fast, friendly and efficient service while managing guests on telephone as well as in front of me.
* Performing front as well as back of house duties for the satisfaction of every guest.
* Organizing, making and cancelling reservation bills.
* Aware of pertinent information related to each group in the hotel and when and where meetings will be held.
* Responsible for knowing the every guest name and utilize it at the possible opportunity.
* Ability to perform several tasks at once.
* Assisting supervisor/managers with their tasks in completing essential reports.

**Rabbit Advertising February 2007 - Feb 2008 Cebu City, Philippines**

(Sales Executive)

* Ensure territory achieves or exceeds required quota.
* Target and obtain appointments and submit comprehensive proposal to potential customers/ clients.
* Contact potential clients to assess their individual needs and demonstrate how Rabbit advertising products can meet or exceed these needs.
* Servicing and provide support to existing customers as well as establishing new clients.
* Maintain up-to-date sales forecasts and follow-up sales leads.

**Seminars / Training Attended**

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* Lead Career mover (Enhancement Training) November 2006 - December 2006
* Pfizer Incorporated (Med-Rep Training) January 2007 - February 2007

**Education and Achievements:**

October 2006 **(BEed) Bachelor of Elementary Education**

University of Cebu

March 2003 (**A.C.T) Associate of Computer Technology**

University of Cebu

March 2000 **High School Diploma**

Cebu Roosevelt Memorial Colleges - Bogo Cebu

March 1996 **Grade School Diploma**

Honour Graduate**,** Odlot Elementary School

Citizenship : Filipino