

Phedias

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**CAREER OBJECTIVE**

I am seeking a sales- oriented position that enables me to utilize and fortify the attributes, skills, and personal qualities I currently have and to make a real, tangible difference in the company that I work for. I have always been an extremely hands-on, practical and energetic worker and I am very experienced with providing excellent customer service at all times and in all circumstances. I have a “can-do” attitude and I enjoy overcoming challenge.

**SKILLS**

• Good communication and interpersonal skills

• Proven ability to listen actively and act quickly

• Comprehensive knowledge of sales techniques and best business practices

• Providing insights into customer behavior

• Able to work in fast paced environment

• Maintaining high visibility and energy levels on the shop floor.

• Can easily make connections with various kinds of people

• Detail orientated and consistently accurate

• Enthusiastic attitude in person and over the telephone

**WORK EXPERIENCE**

**Candelite ( Landmark Group Of Company LLc.)**

**Sales Associate**

**Dubai, U.A.E**

**September2014 – July 2015**

**DUTIES AND RESPONSIBILITIES**

Keep the store clean and tidy; this includes mopping and hovering

Participate in stock management and control

Assist shoppers locate the products and goods they desire

Perform cash processing and card payments

Answer queries from shoppers Guide and give advice to customers on product selection

Deal with customer refunds

Attach price tags to merchandise Look out for shoplifters; responsible for security within the store as well as watching out for fraudulent credit cards etc.

**Fun City**

**Customer Service**

**Landmark Company LLC**

**July 2015 – September 2016**

DUTIES AND RESPONSIBILITIES

• Greeting customers who enter the shop.

• Be involved in stock control and management.

• Assisting shoppers to find the goods and products they are looking for.

• Being responsible for processing cash and card payments.

• Stocking shelves with merchandise.

• Answering queries from customers.

• Reporting discrepancies and problems to the supervisor.

• Giving advice and guidance on product selection to customers.

• Balancing cash registers with receipts.

• Dealing with customer refunds.

• Keeping the store tidy and clean, this includes hovering and mopping.

• Responsible dealing with customer complaints.

• Working within established guidelines, particularly with brands.

• Attaching price tags to merchandise on the shop floor.

• Responsible for security within the store and being on the lookout for shoplifters and fraudulent credit cards etc.

• Receiving and storing the delivery of large amounts of stock

• Keeping up to date with special promotions and putting up displays.

PERSONAL DATA

Age : 23 years old

Birthdate : January 6, 1994

Birthplace : Cagayan De Oro, Philippines

Weight 59 kg

Height : 5’5’

Gender : Male

Citizenship : Filipino

Religion : Roman,Catholic

Civil Status : Single

Language/s Spoken : Tagalog, English,Bisaya

**EDUCATIONAL BACKGROUND**

Capitol University (Cagayan De Oro)

Bachelor of Science in Marine Transportation

I do hereby certify that the above information’s are true and reliable.