#### sNANCY

Email : [nancy.382421@2freemail.com](mailto:nancy.382421@2freemail.com)

To work in a company where it encourages its people to take their own initiative, be creative and dynamic in their job. In this matter I would gain valuable experiences and be able to utilize the knowledge I had acquire to the fullest extent.

*EXPERIENCE*

# 

# *SHARIEF GROUP LLC*

# Senior Sales Associate cum Cashier or Sales Advisor

Dubai UAE December 12, 2011 – June 24,2018

* Greeting Customers, Responding to Question
* Operating cash register, Handling Point of Sale or (POS) and Oracle
* Receive payment by cash, credit cards, debit card, voucher
* Ensuring high quality customer service at all time
* Managing financial transaction and balancing drawers
* Ensuring high quality customer service at all time
* Improving engagement with merchandise and providing outstanding customer service
* Maintaining relationships with existing customers through regular review visits
* Contacting client by phone to negotiate terms of an agreement and conclude sales
* Assisting customers to make them feel that they are very important
* Coordinates with colleagues and perform other duties from time to time
* Managed cashiering activities in areas of purchasing returns and exchanges
* Verify and post to appropriate accounts, issue receipts
* Assisting in display of merchandise or organizing the selling floor and stock areas.

*LUXURY BRAND*

* *Bric’s Luggage and handbags from Italy, Zero Halliburton from USA*

# *WATCHES*

* LOCMAN, ORIENT, CALVIN KLIEN, CHRISTIAN DIOR, PACORABBANE, FOSSIL

## BRAND HANDLED

# *LUGGAGE*

* Carlton Luggage,from UK

# *Bed Linen / Towels*

* **Christian Fischbacher**, **Fogarty** Quilts, **Cannon** comforters and towels, **G.F. Ferrari** comforters, **Pierr**e **Cardin** blankets, **Canningvale** bath towels, **Crossil** comforters.

# 

# BOSSINI FASHION (Lal’s Group)

### **Sales Associate**

### Sharjah UAE March 2007 to 2010

* Maintaining proper arrangement of stocks display on the shop floor
* Providing information about product to customers
* Presenting the product and offering additional alternatives
* Ensure stocks availability in providing customers needs
* Ensure full knowledge of the product that we are selling
* Responsible for making stock report
* Ensure a smooth sales process and process transactions

# DUNKIN DONUTS

Continental Food Est.

**Shop Manager**

Sharjah UAE December 2004 to 2007

* Projecting weekly orders of products display and stocks
* Monitoring the quality, service and cleanliness the entire shop
* Checking product variety to variety before selling
* Achieving the sales target or sales budget
* Conducting training for self development and efficiency required for the staff
* Taking daily briefing for the awareness of the daily activities
* Maintaining cost control and high profit
* Implementing supervision the vicinity and between the rest of the team
* Handling cash register

# PERSONAL DETAILS

Nationality Filipino

Birthday Sept. 17, 1975

Birthplace Ormoc City

Civil Status Married

### Religion Roman Catholic

Visa Status Visit Visa

**EDUCATIONAL BACKGROUND**

College Computer Science

Notredame College

General Santos City

Secondary Ormoc City High School