|  |
| --- |
| **SHARON**  [Sharon.275864@2freemail.com](mailto:Sharon.275864@2freemail.com) |

****

OBJECTIVE

A qualified Retail Sales Associate and Cashier, possessing 4 years of International experience in Retail Operation, client relationship management, inventory management & man management in various aspects of retails operations. I am able to work on own initiative and as part of team. I have proven leadership skills involving managing, developing and motivating teams to achieve the objectives, problem solving and dedicated to maintaining high quality standards. Seeking a suitable position in the Retail industry of a reputed organization, where I can contribute the knowledge of the company.

EXPERIENCE

## LANDMARK GROUP W.L.L. QATAR. (BABY SHOP)

The Landmark Group founded in 1973. It has grown in to one of the largest retail conglomerates in the Middle East. Its currently operates over 900 stores. In addition to retail sector the group has also diversified in to Fashion, Furniture, Food, Hotels and Electronics all over the Middle East. As well as India, Egypt and Spain.

**As a Sales Associates / Cashier**

**March 17, 2012 – March 17, 2016**

## K P A‘s:

* Advice customer on latest trend.
* Providing excellent customer service.
* Visualize the Garments apparels as per the Company guidelines.
* Ensuring the product has displayed or priced according to the company standard.
* Reduce stock loss by following the stock control procedure.
* Always keep wild range of the particular Product.
* Team work, Personal & General standards.
* To have a clear understanding of all departments and providing product knowledge to customers.

**As a Cashier**

Receive and disburse money in establishments other than financial institutions. Usually involves use of electronic scanners, cash registers, or related equipment. Often involved in processing credit or debit card transactions and validating checks.

## K P A‘s:

* Itemizes and totals purchases by recording prices, departments, taxable and nontaxable items; operating a cash register.
* Enters price changes by referring to price sheets and special sale bulletins.
* Discounts purchases by redeeming coupons.
* Collects payments by accepting cash, check, or charge payments from customers, making change for cash customers.
* Verifies credit acceptance by reviewing and recording driver's license number, operating credit card authorization system.
* Balances cash drawer by counting cash at beginning and end of work shift.
* Provides pricing information by answering questions.
* Maintains checkout operations by following policies and procedures; reporting needed chasenges.
* Maintains safe and clean working environment by complying with procedures, rules, and regulations.
* Contributes to team effort by accomplishing related results as needed.

EXPERIENCE

Pure gold Price Club, Inc.

* Documentation Controller

September 2010- January 2012

SM Appliance Centre, Inc.

* Counter Cashier

             August 2009- January 2010

TRAINNING ATTENDED

* Customer Service - Landmark Group.
* Personality Development Programme (PDP) – Landmark Group.
* SIM (Store Inventory Management) - Landmark Group.
* Oracle point of sales – Landmark Group.
* Product Orientation Programme – Landmark Group.
* TTT (Train the Trainer) - Landmark Group.
* Store BOE Training.
* Team Work – Landmark Group.
* Unveiling the Mystery –Landmark Group.

EDUCATIONAL QUALIFICATION

**Tertiary**

* Cagayan State University

Bachelor of Arts in Political Science. 2006-2009

**SECONDARY**

* Our Lady of Snows Academy - 2000-2004

**PRIMARY**

* CABUNGAN ELEMENTARY SCHOOL - 1995-2000

SPECIAL SKILLS AND QUALIFICATION

* Flexible
* Can get along well with different kind of people
* Working under pressure
* Fast learner with self-motivated
* Computer literate
* Hard working, detail oriented and able to multi-task
* Dedicated and full of passion to work

PERSONAL DETAILS

Address (Home) : Dubai, UAE

Nationality : Filipino

Date of Birth : 14th April 1987

Sex : Female

Civil Status : Single

Visa Type : Visit Visa

Expiration : May 19, 2016

**Declaration.**

In the view of the above I request you to kindly enough to give me opportunity to serve your esteemed organization with the capacity mentioned above. I assure you that I will discharge my duties to your entire satisfaction.

Signature.