

**EDMOND**

Email: edmond.335236@2freemail.com

***Career Objective:***

To share my knowledge’s, skills and abilities acquired from my educations, trainings and work experiences.

***Profile:***

* Fast learner, easily pick-up instructions and work with less provision.
* Team player in performing duties and responsibilities.
* Role model in doing task and decisions.
* Responsible, can manage time pressure and easily adjust work environment.

***Work Experiences:***

*Company Name Position Date Coverage*

Juma Al Majid Establishment **Merchandiser**  Sept. 06, 2009- Jan. 11 - 2017

Dubai, U.A.E.

Wizz Retail Concepts L.L.C. **Sales Assistant/**  Sept. 17, 2005-Jun 15, 2009

Dubai, U.A.E. **Visual Merchandiser**

Tokumi Electronincs Philippines Inc. **Cadet Engineer**  May 05, 2004-May 04, 2005

Clarkfield Pampanga, Philippines

Clark Data **Data Encoder**  Sept. 09, 2003-Mar 07, 2004

Clarkfield Pampanga, Philippines

SM Electronic Appliances **Sales Executive**  June 12, 2002-July 05, 2003

Pampanga, Philippines

KFC Fast Food Restaurant **Service Crew** Aug. 21, 2001-Feb. 27, 2002

Angeles Pampanga, Philippines

Coffee Overdose **Coffee Waiter** Nov. 14, 2000-June 13, 2001

Angeles, Pampanga, Philippines

Chowking Fast Food Restaurant **Service Crew** Nov. 07, 1999-Apr. 05, 2000

Clarkfield Pampanga, Philippines

***Duties and Responsibilities (Merchandiser/Sales Assistant):***

* Assists and prepare customer orders, needs and request.
* Listen and suggests new products that customer always ask.
* Preparation of receipts voucher, sales voucher, petty cash and cash flow.
* Handle cash register and monitor of float amount before and after the shift.
* Customer care always reminded productive relationships and satisfaction.
* Responsible on achieving sales and profit targets.
* Ensure product availability to avoid lost sales.
* Advance planning for any possible stock out.
* Allocates additional back-up items for any special events.
* Prepare list of slow moving goods to be sited to fast moving area.
* Ensure fast moving goods availability.
* Merchandise new items delivered.
* Maintain the storage and shop clean, convenient and in order.
* Replenish items in the designated place in the shop.
* Responsible for ordering and preparing all invoices of delivered items.
* Conduct physical counts and valuations of inventory.
* Give feedback/information to the management for the advancement of company.
* Assures that the weekly reports are been prepared and submitted on time.

***Training and Seminar Attended (Dubai U.A.E.):***

* Training for Customer Service (September 17-19, 2008).
* Guidelines for External Promoters in Dubai Duty Free (June 05, 2008).
* Reminders for External Promoters in Dubai Duty Free (June 05, 2008).

***Seminar Attended (All in the Philippines):***

* Seminar in Semiconductor Industry and Texas Instruments (January 08, 2003).
* Educational Fieldtrip at BAYANTEL and SKYCABLE (January 08, 2003).
* Educational Fieldtrip at Globe and Smart Telecom (January 09, 2003).
* Educational Fieldtrip at ABS-CBN 2 and other TV networks (January 09, 2003).

***Education:***

**Bachelor of Science in Electronics and Communications Engineering**

Holy Angel University, Angeles City, Philippines

***Skills/Qualifications:***

Computer Literate (MS Word, Autocad, Powerpoint and MS Excel)

Able to read, write and verbally communicate in English.

***Personal Data:***

Visa Status : Cancellation under process

Nationality : Filipino Civil Status : Single

Birthdate : November 26, 1980 Height : 5ft. 5in.

***Character References:***

Available upon request

I certify the above information is true and hereby authorize the company to verify said given information. I further agree if hired, to undergo the required pre-employment.