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**CPR, AED and Basic First Aid** March 14, 2017

Training Course on Basic First Aid

*EATIMAD Training Institute, Dubai, UAE*

**Basic Fire Safety** March 8, 2017

Training Course on Fire Fighting & Safety Protection

*SAFER Fire Safety Consultancy, Dubai, UAE*

**Certification of Personal Accounting**

**and Budgeting** Nov. 2013 – Jan. 2014

Training Course on Basic Accounting and Budgeting

*PISCO Private School, Abu Dhabi, UAE*

**Certification of Personal**

**Computer Assembly** Nov. 2013 – Jan. 2014

Training Course on Basic Computer

Hardware Assemble and Installation.

*PISCO Private School, Abu Dhabi, UAE*

**Advance Microsoft Office 2010** July 2012 – November 2012

Training Course for Microsoft Office 2010

(Word, Excel, PowerPoint and Access),

Internet, Email and Typing.

*Areef Computers Institute, Abu Dhabi, U.A.E*

**TRAINING AND CERTIFICATION:**

* Computer literate and experienced in using Microsoft Office Application (Word, Excel, Power Point and Access).
* Skilled in using ***Job Order Management System*** (A Centralized On-line System of the company to keep track, update, record and summarize all the job-order and product items).
* Ability to operate office equipment fax, copier, printer and scanner).
* Good and skilled in typing and skilled in computation.

**STRENGTHS:**

* Adaptability to fast pace environment.
* Quick learner, flexible and ability to work with less supervision.
* Customer-oriented with good English communication both in oral and written.

Name: **Ronald**

Contact:  **C/o 971505891826**

Email: Ronald.377506@2freemail.com

Expertise:

**Sales, Inventory, Data Input, Microsoft Word, Excel and Powerpoint**

Profile:

Date of birth: **15 Nov 1985**

Age: **32 years old**

Civil status**: Married**

Citizenship: **Filipino**

Height & weight: **5’6” / 64 Kilos**

Language: **English & Filipino**

Passport Details:

Notice Period: **Immediate**

**curriculum vitae**

**TECHINCAL SKILLS:**

**UNIVERSITY OF SANTO TOMAS**, Manila, Philippines

June 2002 – March 2006

# Bachelor of Science in Music Education

**EDUCATION:**

### Organized and well-experienced Sales Associate and Store Keeper. To obtain a position as a Sales Associate, Store Keeper, Merchandiser, Office Assistant or Customer Service where I can able to contribute and apply my knowledge, skills and experience to the success of the company.

**OBJECTIVE:**

**Job Title: Store Keeper / Office Assistant November 2009 – February 2016**

**Lead Right LLC (Automotive Car Accessories)** (6 years, 3 months)

P.O. Box 108585, Umm Al Nar, Abu Dhabi

United Arab Emirates

* Responsible for receiving and inspecting the stock product items (automobile’s cleaning materials and other accessories) delivered both locally and internationally.
* Check the delivered items with the copy of purchased order and verify the delivery notes if the items and the quantity received are all correct and tallied.
* Make a good received note for the details of the received items.
* Contact suppliers in order to schedule or expedite deliveries and follow up the pending materials.
* Prepares and file complaints on unsatisfactory shipments.
* Monitor and organize the store room by proper ventilation and temperature for items, safety precautions, updating labels for the shelves/bin and keeping the store clean.
* Establishes standards and methods for packaging and storing supplies and materials.
* Responsible for the safety procedure for shipping materials both locally and internationally by doing a proper handling, packaging, and preparing packing list for the items to be delivered.
* Responsible for using online system (Job Order Management System) to update and record the product items. Also monitor the job-order using this system.
* Keep track of the product items, creates daily stock issued and list the following items which already reached the reorder point and prepare for a new order.
* Issuing of daily items to the technicians and properly recorded the issued items in my inventory.
* Creates daily report regarding the issued stock items and send the copy to accounts.
* Send the monthly stock inventory report with the details of all the product items to accounts monthly.
* Assist customers with regards to their inquiries, complaints and provides information on products and services.
* Perform and assist the accounts and purchaser regarding store activities.

**WORK EXPERIENCE:**

**Job Title: Sales Associate / Store Clerk April 2016 – December 2017**

**Musician Supply DMCC (Retail)** (1 year, 8 months)

Cluster B, Jumeirah Lakes Tower, Dubai

United Arab Emirates

* Assist customer and sell a variety of instruments/accessories (particularly guitar and keyboard piano) at a cost that creates profit to the company.
* Handling phone inquiries and ensure responsiveness to customer’s requests and needs.
* Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer’s needs, maintaining solid product knowledge and all other aspects of customer service.
* Maintain awareness of all product promotions and advertisements.
* Assist in planning for future marketing and sales promotion opportunities.
* Follow procedural guidelines and efficiently process all day-to-day transactions.
* Maintain sales floor presentation by cleaning all instruments and related accessories, organizing music instruments and replenishing all stocks.
* Well efficient in using point of sale system for updating prices and other transactions.
* Improve product knowledge and sales techniques.
* Provide services by installing parts to customer’s instrument. Complete any other projects and tasks like repairing, setting up acoustic, electric and bass guitar.
* Receive stocks and update the inventory.

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| --- |
|  I hereby declare that all the above furnished details are true to the best of my knowledge.  |

Yours Sincerely,

Ronald

**DECLARATION:**

 **Job Title: Sales Associate / Store Assistant August 2007- February 2008**

 **SM Department Store Manila**

 SM City Manila Conception Corner Arroceros and San Marcelino St.

 Metro Manila Philippines

* Welcoming customers to the store and answering their queries.
* Maintain in-stock and presentable condition assigned areas.
* Remain knowledgeable on products offered and discuss available options.
* Process POS (point of sale) purchases.
* Team up with co-workers to ensure proper customer service.
* Suggest ways to improve sales.
* Comply with inventory control procedures.
* Keep record of sales, prepare inventory of stock and order merchandise.

 **Job Title: Part-time Sales Associate July 2006 – December 2006**

 **Human (Fashion and Garments)**

 SM City Sta. Mesa Gregorio Araneta Avenue

 San Juan,Philippines

* Greet and direct customers.
* Provide accurate information (e.g. product features, pricing and after-sales services).
* Answer customers’ questions about specific products/services.
* Manage returns of merchandise.
* Inform customers about discounts and special offers.
* Stay up-to-date with new products/services.
* Maintain in-stock and presentable condition assigned areas.
* Provide customer feedback to the Store Manager.