



# MARY SHEIL A. CRUZAT

To be in a position that would enable to be beneficial to the company through my excellence and discipline in my work, and be given a chance to show that I am consistent in striving hard to exceed the company's expectation.

## CONTACT

**+971 56 786 0852**

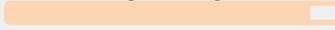
marysheilcruzat@yahoo.com  
International City, Dubai

## SKILLS

**Customer Service**



**Hospitality**



**Cash Handling**



**Up Selling Techniques**



**Health and safety**



**Administrative Duties**



**Completing Paperwork**



**Staff Handling**



## EDUCATION

### Diploma in Internet Technology

AMA Computer Learning Center  
Casa Buena. P. Burgos St. Batangas  
City Philippines | 2009-2011

### Secondary High School

Quezon City National High School  
Barangay Isabang Lucena City,  
Philippines | 2005-2009

## SUMMARY

An expert at turning buyers into repeat customers, winning over customers in face to face meetings and growing sales revenue within an assigned territory. I have a stable work history and successful track record of personal sales performance in a large corporate environment. As a true professional who always looking the part, I am guaranteed to make important contributions to any business operation.

## WORK EXPERIENCE

### TELESALES AGENT

A Seven Properties Broker Dubai

Feb 2021-present

- Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms.
- Determine clients needs and financials abilities to propose solutions that suit them.
- Intermediate negotiation processes,consult clients on market conditions, prices, mortgages,legal requirements, and related matters, ensuring a fair and honest dealing.
- Perform comparative market analysis to estimate properties value.
- Display and market real property to possible buyers.
- Prepare necessary paperwork( contracts, leases, deeds,closing statements.)
- Maintain and update listings of available properties.
- Promote sales through advertisements, open houses and listing services.
- Remain knowledgeable about real states and best practices.

### HEAD CASHIER CUM SALES LADY

Kheema Alakaifak | Ajman UAE

Feb 2018 – Jan 2021

- Monitored sales activities to ensure that customers receive satisfactory service and quality goods.
- Inventoried stock and reordered when inventory drops to a specified level.
- Created a positive atmosphere by smiling, greeting and providing a pleasant, friendly experience.
- Provided customer service by greeting and assisting customers, and responding to customer inquiries and complaints.
- Established or identified prices of goods, and tabulated bills using cash registers or optical price scanners.
- Received payment by cash, credit cards, or debits, and issued receipts, refunds, credits, or change due to customers.
- Make sure all money counted correctly and tally against the system.
- Performed daily sales report

### PRODUCTION OPERATOR

EPPI (Epson Presicion Philippines Incorporation) | Philippines

Dec 2016 – Dec 2017

- Operating machines of various sizes and shapes in a busy factory setting.
- Highlighting any production slowing issues immediately to the supervisor.
- Carrying out periodic checks on machines.
- Ensuring all machines are working to their optimal settings, to reduce downtime.
- Working closely with team leaders and supervisors to achieve production targets.

# TRAINING EXPERIENCE

---

COCOLIFE BAUAN  
On the Job Training  
Nov 2010 - Mar 2011

# COMPUTER SKILLS

---

- Microsoft Office™: (Word™, Excel™ PowerPoint)
- Dream Weaver
- Internet Application, Email & Social Media
- POS System (Cashiering)
- Data Encoding & Operates Office Machine

# LANGUAGES

---

- Basic Arabic
- English
- Tagalog

## CASHIER

Mar 2012 – Feb 2013

F-ONE MART INC. (Citimart Bauan), Philippines

- Responsible for day to day operation of store reporting Sales Figure for Week to date, Month to Date and Year to Date Analysis.
- Maintains systematic accurate recording and tracking system for all Standard Operation Process
- Responsible to monitor Staff Performance and Quality of Service. Doing Appraisal for staff.
- Responsible to report daily, weekly & monthly sales figure Store LFL and Analysis.
- Lead and motivate the team key performance to ensure that they deliver their target
- Responsible for the new staff, cashier individual performance evaluation and staff training
- Maintaining stock level, merchandize and clean
- Handling customer complain and all Issue Related to Business and to Resolve Quickly when under my control.

## SALES CLERK

Sep 2011 - Mar 2012

ACE HARDWARE (SM City Lucena), Philippines

- Greeting the customer with friendly manner.
- Maintaining the appearance of the soter she or he works in; by making such the shop in clean. By arranging the Merchandise on the shelves, restocking the shelves when needed.
- Making sure that the displayed products follows up with the standards.
- Completing the duties assigned by the store manager for the day or for the week.
- Interacting with them in order to make a pleasant shopping atmosphere, which will make the client by more than planned.

# PERSONAL SKILL

---

- Enthusiastic and motivated with the ability to interact effectively with customers.
- Effective Management and Leadership Skills
- Ability to manage multiple tasks in a pressured environment
- Highly competitive who is organized, disciplined and goal-oriented
- Well-organized and responsible with an aptitude in problem-solving
- A team Player with high level of dedication and commitment for assign responsibilities.

# PERSONAL INFORMATION

---

Date of Birth: **August 17, 1991**

Nationality: **Filipino**

Civil Status: **Single**

Visa Status: **Own Visa**

References: **Available upon request**

*I hereby certify that the above information mention is true and correct to the best of my knowledge and belief*