



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

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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

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

Mar 2012 – Feb 2013

- 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

ACE HARDWARE (SM City Lucena), Philippines

Sep 2011 - Mar 2012

- 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