

John Mark Castro

Sales Man - Carrefour

Abu Dhabi

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- To work in a stimulating environment where I can apply & enhance my knowledge and skill to serve the firm to the best of my efforts.

Willing to relocate to: Abu Dhabi - Dubai

Work Experience

Sales Man

Carrefour

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Abu Dhabi

December 2014 to Present

Develop and maintain sales and promotional materials

- Respond to sales inquiries and concerns by phone, electronically or in person

- Ensure customer service satisfaction and good client relationships

follow up on sales activity

- Perform quality checks on product and service delivery

- Monitor and report on sales activities and follow up for management

- Arranging the warehouse and conducting inventory, refill and facing the stocks.

Customer Sales Representative

Gaisano Capital Mall

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Cebu City

April 2014 to September 2014

Greet customers warmly.

- Sell products and services.

- Do product demonstrations.

- Inform customer of deals and promotions.

- Assist with placement of orders, refunds, or exchanges.

- Answer questions about warranties or terms of sale.

- Act as the company gatekeeper.

- Suggest solutions when a product malfunctions.

- Resolve customer complaints.

- Handle product cancellation.

Service Crew

Pizza and Pasta

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Cebu City

April 2010 to September 2010

Prepare tables for meals, including setting up items such as linens, silverware, and glassware.

- Escort customers to their tables.
- Present menus to patrons and answer questions about menu items, making recommendations upon request.
- Write patrons' food orders on order slips, memorized orders, or enter orders into computers for transmittal to kitchen staff.
- Serve food and/or beverages to patrons; prepare and serve specialty dishes at tables as required.
- Check with customers to ensure that they are enjoying their meals and take actions to correct any problems.
- Inform customers of daily specials.
- Remove dishes and glasses from table or counters, and take them to kitchen for cleaning.
- Prepare checks that itemize and total meal cost and sales taxes.
- Collect payments from customers.
- Clean tables and/or counters after patrons have finished dining.
- Stock service areas with supplies such as coffee, food, tableware, and linens.
- Fill salt, pepper, sugar, cream, condiment, and napkin containers.
- Perform food preparation duties such as preparing salads, appetizers, and cold dishes, portioning desserts, and brewing coffee.

Education

Bachelor of Science in Hospitality Management in Auto Gas / Diesel Mechanics

Cebu Technological University

February 2013 to July 2013

Bachelor of Science in Marine Engineering in Marine Engineering

Cebu Technological University

2007 to 2011

Skills

clerical, Excel., Microsoft Excel., Microsoft Word, self motivated

Additional Information

SKILLS

- Hardworking and has the ability to continue toward working a goal despite difficulties
- Ability to manage time, set priorities and capable to work under time pressure
- Achievement oriented and self motivated
- Good communication skills
- Can do clerical works, operate photocopier and fax machine
- Proficient in Microsoft Word and Microsoft Excel.