

# Angelie E. Bracero

## SALES EXECUTIVE



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### Professional Profile

- To obtain a position that will enable me to maximize my skills both administrative work and customer service and to make a positive contribution to the company.
- Highly results-oriented, energetic, strong interpersonal and communication strengths.
- Expertise on MS-Office (Word, Excel, PowerPoint and Corel draw) to generate reports and presentations.
- Handling office task, such as filing, answering phones, preparing meeting, sorting and distributing mails.
- Effective in multi-tasking and maintaining a friendly attitude under pressure.
- Efficiently builds loyalty with customers, increasing customer satisfaction while consistently achieving individual sales goals.



### Skills

-  Customer service focus
-  Excellent communication skills
-  Cash handling and management
-  Outstanding interpersonal skills
-  Staff training and development
-  Retail merchandising specialist
-  Goal oriented
-  Hard worker and fast learner
-  Excellent work ethics
-  Resourceful and flexible
-  Multi-tasking strength
-  Telephone handling etiquette
-  Organization and Prioritization



### Work History

2014-02 – 2020-05

#### Sales Executive at SPLASH LANDMARKGROUP

- Greet customers including answering phones and directing customer inquiries.
- Handles cash transactions between customer and retail store.
- Receives and processes all payments according to standard procedures.
- Processes credit and debit cards, helping customers use processing equipment. Counts money back to customer in an accurate and concise manner.
- Assists in the opening and closing of a retail location which includes and but not limited to cash handling and deposits.
- Generate reports and presentations.
- Handling office task, filing, answering phones and distributing mails.
- Identifies product improvements or new products by remaining current on industry trends, market activities.
- Prepares reports by collecting, analyzing, and summarizing information.
- Maintains professional and technical knowledge by attending education workshop; reviewing professional publication; establishing personal networks; bench marking state-of-the-art practices, participating in professional societies.

- Maintaining the department as per the protocols and standards.
- Planning accordingly for the sale time or any promotion time such as bonanza, part sale and layout change.
- Communication directly with warehouse people and stock merchandiser for proper replenishment of stocks.

**2009-06 – 2014-03**

**PHARMACY ASSISTANT AT WATSONS PHARMACY**

- Dispenses prescription medication and other medical products to patients under direction of licensed pharmacist.
- Counts pills, labels bottles, prices, and compounds medications to prepare prescriptions for patients as directed.
- Gathers, organizes, and assesses patient information.
- Supplies patients with information and education on their prescriptions.
- Performs administrative duties, including answering phones, receiving and inputting prescription orders, operating cash registers, and restocking inventory.
- Monitors prescription-filling process to ensure compliance with relevant regulations and pharmacy policies.
- Answers patients' questions about their medications under the supervision of the pharmacist.
- Places orders for additional drugs as directed by the pharmacist.
- Maintains electronic patient information.
- Prepares billing information for medications.
- Completes patients' sales transactions for purchase of prescription and over-the-counter medications as well as other pharmaceutical products.

**2008-04 – 2009-02**

**CREDIT SUPERVISOR AT WHEELS INC.**

- Accomplishes staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results; conducting training; implementing enforcing systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standard; adhering to legal regulations.
- Completes operations by developing schedules; assigning and monitoring work; gathering resources; implementing productivity standards; resolving operations problems; maintaining reference manuals; implementing new procedures.
- Controls expenses by gathering and submitting budget information; scheduling expenditures; monitoring variances; implementing corrective actions.
- Provides quality service by enforcing quality and customer service standards.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications.
- Contributes to team effort by accomplishing related results as needed.
- Meet financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.



**Education and Trainings**

**2003 – 2007**

**SAINT PETER'S COLLEGE**

Bachelor of Science in Information Technology  
 Microsoft PowerPoint Appln Program at St. Peter's College  
 Microsoft Word at St. Peter's College  
 Microsoft Excel Appln Program at St. Peter's College  
 Visual Basic 6.0/HTM at Peter's college

**1999 – 2003**

**Digkilaan High School**

- Secondary level of my studies.
- Active council organization of the campus.
- Volunteer Head for the civic welfare in the city.

**1993 – 1999**

**Benito S. Ong Memorial School**

- Elementary School

