



SHIELA MAE RAMOS

Email address: shiieramos@gmail.com

CONTACT: 050 514 7973

PROFILE

AGE: 23 years old

NATIONALITY: Filipino

COLLEGE:

Philippine School for
Maritime and Medical
Access

Major in Cruise Liner
Services

SKILLS

Verbal & Written
communication
Organization
Computer Literate
Customer Service
Negotiation Skills
Inventory
Cashiering

VISA STATUS: Visit Visa

EXPIRY DATE: Nov. 11 2020

PASSPORT NO. P5817625A

EXPIRY DATE: Jan. 28 2028

PROFESSIONAL EXPERIENCES BRANDS FOR LESS GROUP LLC

Dubai, United Arab Emirates

Position: Cashier Cum Sales Assistant

June 2018 – June 2020

GINGERSNAPS/ Just G Clothing

Ayala, Makati City Philippines

Position: Cashier Cum Sales Assistant

July 2017 - April 2018

WATSONS-Personal Care

Quezon City, Philippines

Position: Sales Associate

January 2015- January 2016

Job Role:

- Greet and welcome customers to the store and answer their queries and guide them to the department.
- Assess customers' needs and provide assistance.
- Maintain in-stock and presentable condition assigned areas and proper display of merchandise.
- Process POS (point of sale) purchases; receive payments, cash, credit cards and vouchers.
- Upsell and Cross sell products and offer ongoing store promotions.
- Remain knowledgeable on products offered and discuss available options and promotions.
- Handle returns of merchandise and attend and resolve customer complaints.
- Update pricing and promotional tags and barcodes.
- Team up with co-workers to ensure proper customer service Ensure high level of customer satisfaction through excellent sales service.
- Follow and achieve department's sales goals on a weekly and monthly basis.
- Build productive trust relationships with customers.
- Comply with inventory control procedures and company standard rules.

FLAWLESS FACE AND BODY CLINIC

Quezon City, Philippines

Position: Receptionist Cum Cashier

August 2016- March 2017

Job Role:

- Greet and welcome guests as soon as they arrive at the office and prepare the meeting room.
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls to the desired department.
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Order front office supplies and keep inventory of stock.
- Update calendars and schedule meetings.
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing
- Process POS (point of sale) purchases; receive payments, cash, credit cards and vouchers.
- Upsell and Cross sell products and offer ongoing store.

Shiela Mae Ramos
Applicant