

ANALIZA GUNIO RECIO

Sales Executive



CONTACT INFORMATION

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🏠 Deira Dubai

OBJECTIVE

Seeking for a new challenges that will enable me to grow as a professional and as an individual. With 5+ years experience on sales, and continuously enhancing my personal knowledge for achieving the goals and career growth in a fast paced workplace.

EXHIBITS ATTENDED

Watch & Jewellery Middle East Show
Expo Center, Sharjah
March 23-27, 2022

Watch & Jewellery Middle East Show
Expo Center, Sharjah
October 5-9, 2021

VOD Dubai International Jewellery Show Dubai World
Trade Center
November 13- 16, 2019

Watch and Jewellery Middle East Show
Expo Center, Sharjah
April 3-7, 2018

EDUCATION

● May 1998 - Aug. 2002

AMA COMPUTER UNIVERSITY, Bachelor of Science in Computer Science

-----**Highest Academic Qualification**

WORK EXPERIENCES

● 2017 - NOW

JOVIAL WATCHES LLC, DUBAI, UAE, Sales Executive

- Be the first point of entry by welcoming guests and customers in a timely manner
- Negotiate/close deals and handle/resolve customer complaints
- Actively seek out product knowledge on new collections of watches and perfumes
- Collaborate with team members to achieve sales target
- Participate on behalf of the company in exhibitions
- Ensure the availability of stocks for sale by replenishing the items sold
- Operate the cash registers, visa machine and daily monitoring of the transferred in and out stocks from the system.

● 2015 - 2017

SOPHIA NICOLE INTERNET CAFE AND SOPHIA BLUE WATER, PHILIPPINES, Administrative Asst/Receptionist

- Maintain the accurate records & reports on monthly basis
- Filing, sorting, editing, monitoring & recording expenditures on spreadsheets
- Review the accuracy of the records of the expenses made

● 2012 - 2013

YAMAHA 3S SHOP, PHILIPPINES, Cashier/Sales and Marketing Asst.

- Operate cash registers, managing financial transactions
- Keep track on competitors sales and conduct marketing strategy.
- Introduce customers product awareness about motorcycle unit.
- Maintain confidentiality around sensitive documentation

● 2011 - 2012

UPWORK (FORMERLY ODESK) , ONLINE PLATFORM, Data Entry Specialist

- Specialized in Data entry and Research mostly transferring data (numerical data) to a designed platform/dashboard
- Great attention to details & can work longer hours to meet deadlines
- Able to communicate with the client and handlers mostly US timezone

PROFESSIONAL SKILLS

- Communication and Interpersonal skills
- Sales and Marketing
- Collaboration / Time Management
- Data Entry and Research
- Document handling
- Attention to details