

Bantar Carel

SALES/CASHIER

Abu Dhabi, AE

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Work Experience

SALES/CASHIER

Years Plus

June 2015 to 2017

- Respond to open inquiries
- Assist in the preparation of meetings, conferences and conference calls
- Make arrangements for committee meetings
- Maintain sufficient inventory of office supplies
- Provide general administration services to make sure efficiency and effectiveness
- Receive, direct and relay telephonic and fax messages
- Direct the personnel and the general public to the suitable staff member
- Monitor the utilization of supplies and equipment
- Organize the repair and maintenance of office equipment
- Pick up and carry the mail
- Open and date stamp all kinds of correspondence
- Maintain the universal filing system and file all correspondence
- Provide word-processing and clerical support
- Develop and maintain a precise filing management system

SALE AGENT

PLAZA Designs Supermarket LIMBE

January 2012 to September 2014

Listening to customer requirements and presenting appropriately to make a sale

- Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
- Providing outstanding service and attention to Customers."
- Challenging any objections with a view to getting the customer to buy.
- Generating additional business from existing customers.
- Responding promptly to customer enquiries.
- Handling and resolving customer complaints.
- Earned consistent commendations for exemplary service delivery.
- Recognized for ability to quickly establish rapport with customers, up-sell products and build a loyal clientele.
- Selected and streamlined products based on analysis of sales, resulting in superior inventory and selection for customers.
- Developed floor plans for auxiliary used for large sales. Outcomes included faster service, improved efficiency and enhanced customer satisfaction

Additional Information

- Excellent communication and interpersonal skills
- Ability to understand and follow food sanitation and safety protocols
- Deep understanding of operating food service equipment
- Working knowledge of housekeeping procedures
- High degree of personal cleanliness.
- Easy adaptability to new environments and ability to work under pressure.