

El hyar Gregorio

Sales

Abu Dhabi

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To obtain a challenging Office Assistant position in your company where I can apply my qualified 7 years experience, customer service and communication skills to contribute to an efficient and effective work environment.

Work Experience

Sales Representative

Phantom Skin Mobile/ Smart Creation Llc - Abu Dhabi

December 2017 to Present

- Greet and assist customer on what they want and need
- Recommend the best product and suggest suitable to customer's preferences
- Maintain knowledge of current sales,promotions,policies regarding payments,replacements and warranties
- Maintain quality of the products and services to keep customer's satisfaction
- Create solutions when complain arises in a right and friendly way
- Ensure a smooth sales process
- Inventories of products
- Follow up customers by calling and messaging
- Handling cash counter,slips,receipts

Sales Executive

Top Pairs Shoes Trading LLC (Doc&Mark) - Dubai

September 2015 to October 2017

- Must act as a bridge between the company and its current market and future markets.
- Display efficiency in gathering market and customer info to enable negotiations regarding variations in prices, delivery and customer specifications to their managers.
- Help management in forthcoming products and discuss on special promotions.
- Review their own performance and aim at exceeding their targets.
- Record sales and order information and report the same to the sales department.
- Maintain and develop good relationship with customers through personal contact or meetings or via telephone etc.
- Provide accurate feedback on future buying trends to their respective employers.
- Actively seeking out sales opportunities through calling and social media.
- Ensure availability of stock for sales and demonstrations.
- Negotiate/close deals and handle complaints or objections.
- Participate in behalf of the company in exhibition or conferences.
- Collaborate with team to achieve better result.

Sales Staff

Yogurberry - Abu Dhabi
September 2011 to 2014

- Prepare daily ingredients and materials needed on daily operations
- Maintain cleanliness and orderliness of the workplace
- Making daily and monthly reports (sales, inventories, etc.)
- Submit reports to the higher management
- Comprehensive assistance to the Manager regarding arrangement of events
- Giving satisfaction and good service to customers and to the company
- Handling cash, cash outs and payments of the company
- Greeting guests upon arriving
- Handling cash and all payments from the customers
- Sending replies to all emails

Sales Associate

Savemore - Santiago City, Philippines
October 2009 to April 2010

- Greeting and welcoming costumers as they arrive with a smile
- Asking costumers how they can be helped
- Assisting costumers with choices and help to locate them
- Providing customers with product knowledge in terms of features and warranty along with any special discount
- Maintaining visual appearance of the store by managing store displays
- Answering costumers queries and concerns
- Assisting in display merchandise
- Assisting costumers taking down product that may not be easy to reach
- Ensuring all products are well stocked and easy to reach

Stock Keeper

Purefoods, San Miguel Incorporated - Santiago
August 2007 to June 2009

- Stock keeping
- Applying the first in first out (fifo) for the goods.
- Maintaining the temperature inside the stock room.
- Checking on their expiry dates.
- Taking down for all deliveries.
- Maintain cleanliness inside the stock room..

GHP Quality Consultant

Essential Food Safety Training Programme - Abu Dhabi
June 2012
June 07, 2012

Personal Strength:

- Experience working in a multicultural environment
- Ability to work under pressure and manage deadlines and deliverables
- Individual contributor and team player
- Excellent problem solving and analysis skills

Personal Skills:

- Computer literate (MS Word, Excel and Power point)
- Driving (no uae license)
- Dealing and getting along with others
- Good oral and written communication in English
- Sales Marketing
- Goal-oriented

Education

Bachelor of Science in Agriculture

Ifugao State University

June 2004 to March 2007

Associates in Health Sciences and Education

Isabela State University

June 2003 to March 2004

High School Diploma in International Agriculture and Rural Development

Namillangan National High School

June 2000 to March 2003

Skills

computer literate (MS Word, Excel, and Power point/ driving/ dealing and getting along with others/ good oral and written communication in English/ sales marketing/ goal oriented/ knowledge on pos software

Certifications/Licenses

Essential Food Safety Training Programme

June 2012 to Present

Food Safety Regulations

Additional Information

Status: Married

Gender: Male

Nationality: Filipino

Current Visa: Visit Visa