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**JERIC B. PALOMERA**

**Abu Dhabi United Emirates**

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***Summary*:** Seeking a challenging position where in my practical experiences assist the organization growth, strengthen and contribute for the achievement of goal with my career protest.

**Work experience**

**Telephone Operator / Data Entry Clerk**

**Pearl Rotana Hotel**

Abu Dhabi, UAE

February 14, 2018 – Present

* To answer all incoming telephone call in a professional and polite manner
* To make clear and accurate communication to the other party on the other end of the line
* To redirect and divert calls to appropriate parties or offices
* To relay information as quickly and as accurately as possible as when the other party asks for a certain phone number, he has to look up his computerized or manual directory with alertness and presence of mind
* To call up or dispatch the appropriate personnel in cases of emergency
* Giving polite assistance to its caller and give best services.
* Advantage of using Opera, QEMS, VICAS systems
* Doing a Data Entry Jobs
* CID / Data entry jobs

**Sales Executive**

**Crystal Sparks General Trading Company LLC.**

Mussafah M-3, Abu Dhabi, UAE

March 26, 2016 – January 2, 2018

* 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
* cold calling to arrange meetings with potential customers to prospect for new business;
* responding to incoming email and phone enquiries
* acting as a contact between a company and its existing and potential markets
* negotiating the terms of an agreement and closing sales
* negotiating on price, costs, delivery and specifications with buyers and managers
* creating detailed proposal documents, often as part of a formal bidding process which is largely dictated by the prospective customer
* liaising with suppliers to check the progress of existing orders
* reviewing your own sales performance, aiming to meet or exceed targets
* gaining a clear understanding of customers' businesses and requirements
* making accurate, rapid cost calculations and providing customers with quotations;
* attending team meetings and sharing best practice with colleagues

**International Marketing Consultant / Real estate Agent**

Century Properties

Cor. Kalyan Ave. Makati City Philippines

February 2, 2015 – February 2016

* Negotiate and prepare contracts prior to the sale or lease of a residential property
* Follow up on leads for buyers and sellers
* Rent or sell property for clients.
* Perform duties, such as study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts. Includes agents who represent buyer.
* Selling project in the Middle East
* Presenting project in the events and clients

**Sales Man**

Baby City International Electra Street Abu Dhabi

February 2011 – January 2015

* Welcoming the costumer /greetings
* Offering assistance
* Escorting the customer in the rocks and counters
* Suggesting items, promotional and sales
* Offering suggestions and opinions
* Creating or updating customers profile
* Provide exceptional customer service by performing up-selling, cross-selling, suggesting alternatives and following up on customers' requests
* Ensure smooth and efficient receiving process of items/shipments, as well as accurate stock keeping preventing security risks and thefts by performing physical and electronic inventory as required, reporting broken alarms, incidents, suspicious activities
* Arrange and replenish on a continuous basis the shop shelves and ensure that the shop floor and shelves are kept clean and tidy at all times in alignment with the brand's image and coordination standards
* Handle cash register and transactions with the customers in an effective and accurate manner as required

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**Sales Clerk SM Dept. Store**

Lucena City Philippines

June 2009 – December,2010

* Welcoming the costumer /greetings
* Offering assistance
* Escorting the customer in the rocks and counters
* Suggesting items, promotional and sales
* Offering suggestions and opinions
* Creating or updating customers profile
* Customer Service, Meeting Sales Goals, Closing Skills, Territory Management, Prospecting Skills, Negotiation, Self-Confidence, Product Knowledge, Presentation Skills, Client Relationships, Motivation for Sales.

**Skills and Abilities:**

* Strong technical knowledge to keep customer details.
* Computer literate
* Able to work in any shift with co-workers.
* Capable to create document by using reference which help in future for study purposes.
* Excellent communication skills
* Languages- English, Tagalog,
* Marketing, Advertising
* Microsoft office , Word and Power Point
* Telephone Handling

**Educational Background**

**College**: Business Management Information Technology 2006-2009

**Secondary:** Lutucan National High School 2002-2006

**Elementary:** Lutucan Central School 1996-2002

**Personal Information:**

**Religion:** Catholic

**Birthday:** September 15, 1989

**Civil Status:** Single

**Nationality:** Filipino