

Sales Clerk Resume Template

Joye Thompson

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Newland, CA

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Professional Forte:

- Possess extensive knowledge of consumer behavior.
- Excellent negotiating skills.
- Good communication skills.
- Excellent analytical skills and a good team player.
- Proficient in multitasking.
- Adept in account maintenance.
- Ability to handle manual tasks like lifting the merchandise etc.

Professional Experience

Hutchinson Kitchenware Co.

2000 till date

Sales Clerk

Key Responsibilities:

- Major tasks included management of faculty and training new sales representatives.
- Price negotiations with clients and other customers.
- Responsible for handling client queries.
- Responsible for generating and analyzing monthly reports.
- Responsible for giving presentations and updates to the clients.

Amigo Furniture Sales Co. 1996- 2000

Sales Clerk