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**RAM KIER M. AVENIDO**

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Contact no# : 056-207-5767

Address : Salah Al Din Road. Deira Dubai, UAE

**OBJECTIVE**

To seek a challenging career in retail sales and customer services and use my acquired skills and knowledge related to the mentioned field

**PROFESSIONAL SKILL**

* Experienced in diverse retail sales and [customer service](http://www.sampleresumetemplates.com/retail_sales_resume_sample.html) environments
* Able to establish good rapport among the staff and counter sales costumers.
* Good communication skills.
* Fluent in spoken and written English
* Demonstrated superior communication skills in dealing with customers, staff, community service organizations
* Excellent understanding of the dynamics of the retail and accessories industry, particularly the sales and merchandising
* Outstanding organizational skills and proven ability to work independently on multiple tasks in parallel.

**PROFESSIONAL EXPERIENCE**

**POSITION : CASHIER/COUNTER BILLS**

**COMPANY : BATANGAS ENHANCED TECHNOLOGY SYSTEM INC**

**MALVAR, BATANGAS CITY, PHILIPPINES**

**INCLUSIVE DATE : OCT 17, 2014 to APRIL 12, 2017**

**JOB DESCRIPTIONS**

* Enter transaction in cash register and provide customer with the total bill
* Sort and count currency bills and coins
* Issue receipt and change to customers
* Count the money in the beginning and ending of the shift
* Process and exchange of refunds
* Issue receipts and change customers
* Ensure management of daily cash count

**POSITION : MATERIAL HANDLER**

**COMPANY : BANDAI PHILIPPINES INC.**

**STO.TOMAS BATANGAS CITY, PHILIPPINES**

**INCLUSIVE DATE : JULY 1, 2013 TO JULY 1, 2014**

**JOB DESCRIPTIONS**

* Maintain inventory by identifying labeling and placing materials and supplies in stock
* Locates materials and supplies by pulling and verifying materials supplies listed on production orders
* Maintain in process inventory at work center by delivering and opening materials and supplies
* Maintain material-handling equipment by completing pre use inspections making operators repairs
* Receives credit return materials and supplies from production by verifying materials and supplies code and lot number quantity pacing materials in stock

**POSITION : SALES ASSOCIATE**

**COMPANY : SHOPPING CENTER FASHION DEPT (SM MALL)**

**BATANGAS CITY, PHILIPPINES**

**INCLUSIVE DATE: MARCH 1, 2013 to JUNE 30, 2013**

**JOB DESCRIPTIONS**

* Provides assistance and good customer services
* Demonstrate the product features which required of customer
* Handle task that require quick and efficient service to the customer
* Coordinate and discuss process or measures to maintain and enhance customer satisfaction
* Answering all the queries of the customer in an ethical informative way
* Help the Customer to solve their queries
* Giving appropriate and relevant information to the customer especially about the product knowledge
* Handles return and exchange of merchandise, wrap gifts and maintains cleanliness of work areas
* Marks price tags, takes inventory and prepared displays
* Count the money in registers, separates charge slips, coupon, exchange voucher
* Follow the code of business conduct and ethics and other related policies maintaining ethical behavior at all times

**EDUCATIONAL ATTAINTMENT**

Tertiary : Bachelor of Science in Computer Science

Batangas State University (Malvar Campus)

(YEAR 2011-2013)

Secondary : St. Thomas Academy

(YEAR 2007-2011)

Primary : Sto. Tomas North Central School

(2001-2007)

**PERSONAL DATA**

* Age **:** 22 YEARS OLD
* Nationality **:**  FILIPINO
* Date of Birth **:** OCTOBER 21, 1994
* Religion : ROMAN CATHOLIC
* Status **:** SINGLE
* Height **:** 5’7
* Visa Status **:** TOURIST VISA VALID TILL JULY 13 ’2017

I hereby certify that all information contained here are true and correct to the best of my

Knowledge

Ram Kier Malpica AvenidoAlipio