

RAM KIER M. AVENIDO

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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 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 ATTAINMENT

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 Avenido