

CHARMELIE CARESSE S. NAVARRO

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Career Objective:

To Obtain a challenging and motivating position that will enable to use my skills, learning, and qualifications, and to render services to the best of my ability and other related works that will contribute to the success of your competitive company through my honest work, determination, good performance and dedication.

The Body Shop - Doha, Qatar

Sales Associate

October 2016 - August 2023

- Serves customers by selling products and meeting customer needs.
- Submit orders by referring to price list and product literature.
- Keeps management informed by submitting activity and result reports.
- Maintain records related to sales.
- Answer questions regarding the store and its merchandise.
- Provides assistance in design of arrangements as per customer's needs.
- Dealing with customer queries and complaints.
- Ensuring that the Standard Operating Procedure of the Company are well observed and practiced.
- Supervised the overall daily operation of the store to provide exceptional customer service to maximize the sale.
- Reconciliation of the Daily, Weekly, Monthly documents and ensuring that they are organized for future reference.

KNOWLEDGE AND COMPETENCIES

- Good customer services oriented
- Self-motivated and highly organized individual with strong interpersonal and team working skills
- Hard working and trustworthy individual
- Respect for confidentiality
- Computer literate (word, excel, power point presentation)
- Empathy
- Leadership
- Work Ethic

PERSONAL DATA

Date of Birth: September 24, 1989

Place of Birth: Manila, Philippines

Nationality: Filipino

Gender: Female

Civil Status: Single

EDUCATION

College/University:

Laguna Northwestern College
Associate in Hotel and Restaurant Management
Laguna, Philippines
2012 - 2014

PROFESSIONAL REFERENCES

Dhisney Chu Tan

Store Manager, The Bodyshop Qatar
+974 3366 8434

Sheryl Natanauan Samonte

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