

LUNINGNING HERNANDEZ DE CASTRO

Sales Representative
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Objective

To be part of a company that will allow me to continue developing my abilities while contributing to the goals of organization. My aim also is to share the values of togetherness and to lead by example which I believe is a vital role to make the company's success.

Work Experience

SALES ASSOCIATE (IKEA Philippines/ August 16,2021-present)

- Responsible to ensure an enjoyable, convenient and successful shopping and buying experience that leads to increased sales and sustained long-term profitability. Ensures satisfied customers, develop and execute sales steering and selling the IKEA way.
- Actively approach customers who you see require additional help. Identify their needs by asking the right questions and advise them on the best solutions for their homes in order to exceed their expectations;
- Ensure the shop is in excellent shape as new and fully and efficiently stocked with the four merchandising basics in place at all times and that the IKEA product range is presented in ways that inspire and satisfy customers while focusing to achieve daily targets.
- Keeping area of responsibility clean, tidy, priced and fully stocked, and ensure that the IKEA basic merchandising standards are in place at all times to give customers a positive shopping experience
- Responsible in overall administrative work such as product analysis, goods flow classification, inventory signal, and issuance of sales order for the customers.

SALES REPRESENTATIVE (SAMSUNG-Emirates Consultant Group (Dubai, UAE/ Feb. 29, 2018- Sept. 30, 2020)

- Negotiate customers, deliver sales target and give product demonstration
- Ensuring that all customers receive excellent service through direct salesmanship, and prompt and courteous service.
- Responsible in physical inventory counts and implemented all visual merchandising standards

SALES EXECUTIVE (Du Telecommunication -Axiom Dubai, UAE/ Feb. 14, 2016-July 31, 2017)

- Handles individuals, business and government clients
- Process prepaid, postpaid and home service as well as troubleshooting of problems that occurs in their lines
- Process and maintain the completion of documents for the customers who applied for the lines
- Responsible in cashiering and process different kinds of transactions such as cash, card etc.
- Responsible in achieving and monitoring quotas daily and monthly.

STORE SUPERVISOR (Paavo's Pizza Emirates National Oil Company UAE Dubai/ Dec. 13, 2014-Dec. 23, 2015)

- Participates with operation management team to originate, plan, develop and implement long and short term goals.
- Responsible in advertising and marketing strategies
- Plan schedules, trains, reviews and evaluates assigned restaurant staff.
- Responsible in preparing daily, weekly and monthly stocks forecast
- Oversees and supervises daily operations of the restaurant and Updating daily reports and administrative works

ASSISTANT STORE MANAGER (GreenWich-Jollibee foods Corporation Philippines/Feb.14,2012- Nov.13 2014

- Responsible for providing quality food preparation.
- Responsible for preparing the monthly / daily inventory of all store stock
- Responsible in inspecting, assessing and evaluating the quality of newly delivered raw materials
- Managing customer relationship management
- Updating daily reports and administrative works.
- Managing people on floor, 90% of my duty, Implementing incentives for team's motivation
- Responsible in hiring people and processing of their employment
- Responsible in processing of payroll

Sales Representative (Techead Systems Inc. Philippines/October 15,2009 – December 31,2011)

- Responsible in attending product trainings
- Suggest for necessary stocks needed to sell
- Quality Control on releasing and receiving items
- Handles customer inquiry regarding on our products
- Handles Corporate Clients
- Conduct and submit weekly and monthly inventory
- Handles quotation request
- Handles service for covered warranty items
- Assembled & Set-up computers

Cashier Associate (Bench Philippines/February 28, 2009 –August 17, 2009)

Service Crew(Greenwich-Philippines Sepember 25, 2007 – February 23, 2009)

Cashier (SM City Philippines /August 23, 2006 –May 22, 2007)

Service Crew (Greenwich Philipines/January 16, 2006 – June 15, 2006)

Service Crew (Tokyo Tokyo Philippines/August 15, 2005 – January 15, 2006)

- Responsible for increasing sales
- Transmitting Reports and Handling Important Documents
- Did cashiering and process different transactions
- Crew trainor
- Prepared pasta , side dish , dessert
- Responsible in product preparation
- Product controller
- Responsible in Ending inventory
- Assist customer's need
- Advance order taker and server

Education

Course: Bachelor of Science in Business Administration (2004- 2008)

School: City University of Pasay

Address: Pasay City, Philippines

Skills

Computer literate (Word, Powerpoint, Excel)

Good in Customer Service

Flexibility

Time Management