

## **RACQUEL DE VERA**

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### **OBJECTIVE**

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To Obtain A Challenging Task As A Staff  
Utilize My Knowledge And Experience  
Professional Growth As Well As Company  
Growth Of The Organization

### **WORK EXPERIENCES**

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#### **Self Employed (Grocery Store Business**

**Calasiao Public Market, Dagupan City**

October 2019 - Present

- ◆ Manage the store's sales, inventory and marketing
- ◆ Takes turn between doing cashier work, marketing, managing product inventory, and the accounting.
- ◆ Teaching my staffs, the trends and practical job such as the techniques when doing sales how to deal with customers.

#### **Sales Executive**

**Said Al Saghir General**

**Trading Street 26 Umm**

**Rumool Dubai U.A.E.**

December 2016 up to August 8,2019

- ◆ Maintain and develop good relationship through personal contact, meetings or so
- ◆ To research about different sales options them.
- ◆ To sell the company products/services by contracts and further making relationship prospects.
- ◆ Responsible to do the demonstration of e require.
- ◆ To recommend solutions to any problem clients.
- ◆ To provide proper information, guidance support to the clients hence enhancing the relationships.
- ◆ To analyze the competition brand closely
- ◆ Record sales information and maintain records
- ◆ Ensure appropriate and timely delivery of products □ Follow up on service and price the delivery has been made □ Follow up quotations. □ Excellent customer service

#### **Sales Coordinator cum Purchasing**

**Coordinator Karma Marketing LLC.**

Office 502, Al Safa Tower Sheik Zayed

Road Dubai U.A.E. December 2013 to

November 2016

- ◆ Responsible to coordinate to the Manufacturer International.
- ◆ Responsible for sourcing the Manufacturer International.
- ◆ Responsible to review the pricelist, compare different suppliers and delivery dates in order to determine the best potential suppliers.
- ◆ Respond to customers and suppliers' inquiry order status, changes, or cancellations.
- ◆ Responsible to prepares and follows up on a quotation made for clients, negotiating terms client at a cost best suited for them.
- ◆ Responsible to liaise between other department client to provide the service most suitable client's needs cost and time restraints.
- ◆ Responsible to produce reports and progress department and outline developed strategies
- ◆ Responsible to call the prospective client appointment and maintaining the data base prospective clients.
- ◆ Responsible to select the items available promotions.
- ◆ Responsible to send Company Profile, E the prospective clients by categories.

#### **Secretary/Sales**

**Coordinator Bekos**

**Trading LLC/Global**

**Toys**

Office 411, The Elite Business

Central Barsha 1 June 2010 to

November 10, 2013

- ◆ Responsible for major inventory tasks (order control)
- ◆ Responsible office administration (answer phone calls. Filing, business correspondence draft appointments, etc)
- ◆ Responsible for invoicing, quotation, Delivery
- ◆ Assists in marketing task such as promotion/telemarketing
- ◆ Generate daily/monthly sales reports for reviews
- ◆ Act as Sales Assistant for product demonstration/recommendations
- ◆ Consolidate potential customer profiles
- ◆ Establish or Identify prices goods, services admission, and tabulate bills using the cash register, or optical price scanners.

□

- ◆ Resolve customer complaints
- ◆ Receive payment by cash, cheque, credit automatic debits.
- ◆ Issue receipts, refunds, credit, or change customers.

#### **Sales Clerk**

**Albarajeel General Trading Company**

Jumeirah Beach Hotel Burj Al Arab And

Millennium Hotel Dubai U.A.E JULY 2006

September 2009

- ◆ Works as sales representative entertaining who wants to buy items/ collections in Dubai.
- ◆ Coordinates with Hotel Floor Reception regards to the charging of bill accompany room charges upon client's request.
- ◆ Checks delivered stocks from main office generate a report of transfer of unsold stock location.
- ◆ Accepts orders from Hotel guest through coordinates with the specific floor reception delivery of the items.
- ◆ Maintains cleanliness, orderliness and atmosphere of the location for the guests

#### **Sales Clerk**

**Bata Shoes Company, Tao Payoh Mall S**

December 2003-November 2005