



RIZIEL STEPHEN ESTABILLO GALICIA

Room 403 Nazih Building, Electra Street, Abu Dhabi, UAE

Email Address: Rizielgalicia@gmail.com

Mobile No.: +971522804570

QUALIFICATIONS SUMMARY

To obtain a position in a company where I can enhance my skills, knowledge and capabilities with full of dedication and professionalism to achieve the unified goal of the company.

CAREER SKILLS

- ✓ Time Management
- ✓ Collaboration and Teamwork
- ✓ Dexterity
- ✓ Technical and Industry
- ✓ Related Knowledge
- ✓ Active Listening

PROFESSIONAL EXPERIENCES

1. SALESMAN

GROWMAX MECHANICAL EQUIPMENT ABU DHABI, UAE

October 2010 to August 2017

- ❖ Selling products and services using solid arguments to prospective customers;
- ❖ Performing cost benefit analysis of existing and potential customers;
- ❖ Maintaining positive business relationships to ensure future sales;
- ❖ Compiling, verifying accuracy and sorting information to prepare source data for computer entry;
- ❖ Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output;
- ❖ Scanning in all relevant new documents;
- ❖ Ensuring all documents are up to date as possible within electronic filing systems;
- ❖ Issuing and distributing controlled copies of information.

2. SALES ASSOCIATE

ACE HARDWARE SM SUPERMARKET BAGUIO CITY PHILIPPINES

May 2009 to September 2010

- ❖ Welcoming customers into the store;
- ❖ Explaining to customers the best products for their needs;
- ❖ Recommending related products to increase customers' options and enrich the shopping experience;
- ❖ Explaining the benefits and functions of products, method of preparation and how to use them to achieve the best results;
- ❖ Accepting and processing orders, operate the POS register and resolve returns issues;

PERSONAL DETAILS:

Age: 36 years old

Birthdate: August 12, 1987

Status: Married

Citizenship: Filipino

Religion: Roman Catholic

EDUCATION:

HIGHSCHOOL:

DOMINICAN SCHOOL

Dagupan City, Philippines

High School Graduate

Batch 2003

COLLEGE:

FAR EASTERN

UNIVERSITY

Manila Philippines

College of Nursing

Undergraduate

VOCATIONAL:

SLAUGHTERING

OPERATIONS

MMS Development Training

Center Corp.

Urdaneta City, Philippines

Batch 2019

CAREGIVING

Unicare Caregiver

Training Specialist

Dagupan City, Philippines

Batch 2006

**LICENSES &
CERTIFICATIONS:**

**1. CERTIFICATE OF
TRAINING IN CAREGIVING**

**2. CERTIFICATE OF
TRAINING IN
SLAUGHTERING
OPERATIONS
(BUTCHERY)**

**SEMINARS AND
TRAININGS:**

**1. NATIONAL
CERTIFICATE IN
CAREGIVING NCII**

**2. NATIONAL
CERTIFICATE IN
SLAUGHTERING
OPERATIONS NCII**

SUMMARY SKILLS:

- 1. Proficient in Microsoft Office**
- 2. More than 8 years working in Sales and Retail industry**
- 3. Experience in Office works, document filing, archiving and maintenance of electronic and physical documents**
- 4. Excellent command over written, verbal English, verbal Japanese and fair knowledge in Arabic**
- 5. Food Production skills.**

- ❖ Promoting special sales, offers and awareness of store loyalty program.

3. STOCK KEEPER

**PUREGOLD PRICECLUB SUPERMARKET
MANDALUYONG CITY PHILIPPINES**

January 2006 to August 2006

- ❖ Manage and maintain the storage conditions of goods received in the warehouse.
- ❖ Coordinate retail space activities, dispose of trash and manage the cleanliness of the storeroom.
- ❖ Provide customer service since they work in a visible space on the floor while arranging merchandise.
- ❖ Stock the shelves of the warehouse with goods and keep inventory.
- ❖ Receive merchandise that comes into the warehouse and ensure that the merchandise is unloaded and stored according to established procedure.
- ❖ Maintain the cleanliness of the store and enhance the appearance of the store by adopting the most appropriate display techniques.

4. SERVICE CREW/WAITER

**NAIA INTERNATIONAL AIRPORT MANILA
KALAYAAN SNACK BAR AND CAFÉ PASAY CITY**

May 2005 to November 2005

- ❖ Interact with and serve food and beverages guests;
- ❖ Maintain food and beverages production and service environment;
- ❖ Implement operations for service excellence;
- ❖ Follow food and beverage safety and hygiene policies procedures.

TESTIMONIAL:

I hereby certify that all written above are true and correct to the best of my knowledge.

RIZIEL STEPHEN E. GALICIA

