

# CHARLENE MAE L. RODIL

Cashier / Sales



## PROFILE

To gain long-term employment in a company with a dynamic and challenging environment that will enable me to develop definite growth and use my qualification and experience to contribute to the success of the company.

## CONTACT

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VISA STATUS:  
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## EDUCATION

### **National Comprehensive State Technology (NCST – Philippines)**

2010 – 2011

Vocational Education – Electronics

### **Tanza National Trade School (TNTS – Philippines)**

2005 - 2009

Secondary Education / High School

## WORK EXPERIENCE

### **SURPLUS (Apparel) - Sales Supervisor**

Cavite - Philippines

**2020–2024**

- Monitoring sales staff performance to ensure that goals are met.
- Formulating pricing policies on merchandise according to profitability requirements.
- Addressing customer's complaints and concerns.
- Inventory stock and reorder when necessary.
- Track and analyze sales data.
- Sales reporting to the Store manager.
- Train and coach team members on product knowledge and effective sales techniques.
- Lead and motivating team to achieve sales targets and improve KPIs.
- Welcoming & assisting customers.
- Maintaining & making sure the clean appearance of the store.

### **SM PRIME HOLDING, INC., (Apparel) – Sales Team Leader**

Cavite - Philippines

**2017–2020**

- Provides the training and motivation to the team to reach sales goals.
- Maintaining positive customer relations.
- Handling customer's complaints and queries.
- Preparing sales reports to be submitted to the supervisor.
- Attending conference and exhibitions when required to identify opportunities.
- Undertaking other duties as required.
- Develop knowledge of the product to hit sales targets and achieve goals.
- Assigning task to the team members.

### **Alfamart Supermarket - Cashier**

**Cavite - Philippines**

**2012–2017**

- Managing transactions with customers.
- Scanning goods and ensuring pricing is accurate.
- Collecting payment whether is cash or card.
- Issuing receipts, refunds, or change.
- Resolve customer's complaints, guide them, and provide relevant information.
- Greet customers in the thorough polite manner.
- Maintain clean and tidy checkout areas.
- Track transactions on the system for any discrepancies.

## **SKILLS**



## **CHARACTER REFERENCE**

Available upon request.