

## HAZEL GRACE ANILE GEROMIANO

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Visa Status: Tourist Visa



### CAREER OBJECTIVE:

To obtain a challenging role in sales, marketing and administration with an organization that values hard work, dedication and loyalty.

### SUMMARY OF QUALIFICATION:

**Passionate yet organized individual with more than 3 years' experience in sales, marketing and Customer Care. Acquired key skills and established work values as follows:**

- **Outstanding Communication Skills** -Ability to listen carefully and answers client's inquiry while maintaining professionalism.
- **Team Worker** – Willingness to work together with a group of people to achieve our common aim and goal.
- **Computer Literacy** – Proficient in Microsoft Office Applications.

### PROFESSIONAL EXPERIENCES:

#### SALES SUPERVISOR

2020 to 2021

Iloilo City Supermarket, Philippines

#### Duties and Responsibilities:

- Preparation of merchandise orders, handling of product deliveries, and receipt of merchandise
- Plan, coordinate, and implement Commercial sales operations
- Signs merchandise accurately according to directive and current promotions
- Lead merchandise markdown process
- Achieve assigned sales and productivity goals
- Manage retail staff, including cashiers and people working on the assign floor.
- Formulate pricing policies.
- Ensure pricing is correct.
- Work on store displays.
- Coach, counsel, recruit, train, and discipline employees.
- Evaluate on-the-job performance.
- Ensure merchandise is clean and ready to be displayed.
- Maintain inventory and ensure items are in stock.
- Ensure promotions are accurate and merchandised to the company's standards.

- Utilize information technology to record sales figures, for data analysis and forward planning.
- Ensure standards for quality, customer service and health and safety are met.
- Monitor local competitors.
- Maintain store's cleanliness and health and safety measures.
- Organize and distribute staff schedules.
- Handle customer questions, complaints, and issues.

## **OFFICE ASSISTANT**

**Liberty Investigation and Security Agency, Inc**

**Caloocan City, Metro Manila**

**2018-2019**

### **Duties and Responsibilities:**

- Greet visitors and provide station information to visitors
- Organize office and assist associates in ways that optimize procedures
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings and appointments
- Carry out clerical duties such as filing, copying and printing
- Monitor level of supplies and handle shortages
- Resolve office-related malfunctions and respond to requests or issues
- Coordinate with other departments to ensure compliance with established policies
- Maintain trusting relationships with suppliers, customers and colleagues

## **EDUCATIONAL BACKGROUND:**

### **2 YEAR-BUSINESS INFORMATION MANAGEMENT**

**Asian Institute of Computer Studies**

**Caloocan City, Metro Manila**

## **CERTIFICATES:**

### **DOMESTIC WORK**

**Technical Education and Skills Development Authority (TESDA)**

**Philippines**

**Issued on: April 17, 2021**

### **BOOKKEEPING**

**Technical Education and Skills Development Authority (TESDA)**

**Philippines**

**Issued on: April 1, 2016**

## **LANGUAGES AND DIALECTS:**

**ENGLISH** - Fluent both in written and oral communication.

**TAGALOG**-Fluent both in written and oral communication.

## PERSONAL INFORMATION:

Date of Birth: 29-October-1997

Gender: Female

Height: 5'2

Religion: Roman Catholic

Nationality: Filipino

Marital Status: Single