



# JAMSIE S. SALATAN

Sales Representative

## Objective

To be able to join organization where the knowledge and skills in my past experienced will applied.

## CONTACT DETAILS



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Dubai – U.A.E

## LANGUAGE

- English
- Filipino (Native)

## SKILLS & ABILITIES

- Computer literate
- Fast learner
- Microsoft Excel/Word
- Trustworthy person
- Hardworking
- Friendly person
- Ability to work under pressure and under minimum supervision

## PERSONAL DETAILS

SEX: MALE

CIVIL STATUS: SINGLE

NATIONALITY: PHILIPPINE

PASSPORT NO: P8081861B

## PERSONAL SKILLS

- Strong proficiency with Microsoft Office Suite
- Creative problem solving
- High quality communication skills (Both Verbal and Written)
- Trusted key holder and a fast learner with multi – tasking skills
- Reliable and Accurate money handling
- Commitment to quality and service

## EDUCATION

Tertiary: 2002-2006

Pangasinan State University - Sta. Maria Pangasinan  
Philippines Bachelor of Science in Agriculture  
Major in Crop Science Minor in Animal Science  
Secondary: 1998-2002

Rosales National High School - Rosales, Pangasinan,  
Philippines

Primary: 1992-1998

Tomana Elementary School - Rosales, Pangasinan,  
Philippines

## ON THE JOB TRAINING

Allied Agrotech Inc. Philippines - No.126 C.Lichuco, Tayug,  
Pangasinan (April 2005-May 2005)

Classifying of seeds

Seeds treatments

Field preparation

Preparation of seeding to be planted

Field demonstration

Proper irrigations

Proper way of harvesting

## EXPERIENCE

### **Senior Sales Advisor: LALS Group LLC (Oshkosh Bgosh) - March 10, 2020 - March 7, 2024**

- Merchandising
- Receiving stocks from warehouse and different branches
- Counting and checking items
- Items transfer in and out
- Arranging and displaying of items or product by categories
- Customer service
- Entertain and assist customers
- Monitoring sales targets
- Multi-tasking
- Attend calls and customer inquiries and customer complaints
- Arranging stock room
- Always communicate with co-employees
- Endorsing unfinished work to co-employer
- Cashier
- Support staff (store opening / events)

### **Sales Associate: Mechany Fashion LLC (Oshkosh Bgosh) - September 17, 2015 - January 31, 2020**

- Receiving stock from warehouse and different branches
- Scanning and checking items
- Items transfer in and out
- Arranging and displaying of items or products by categories
- Customer service
- Entertain and assist customers
- Monitoring sales targets
- Multi-tasking
- Attend calls and customers inquiries and customer companies
- Arranging stock room
- Always communicate with co- employees
- Endorsing unfinished work to co-employees
- Cashier

### **Salesman: K.M HYPERMARKET Abu Dhabi UAE - August 2, 2013 to August 2, 2015**

#### **Delicatessen section**

- Chiller, Edible, oil and atta section in charge also reliever in roastery and bakery sections
- Customers service
- FIFO system
- Inventory
- Updating sales targets
- Make orders
- Making shelf levels
- Arranging and displaying of items or products

### **Sales Assistant: Magic Appliance Center Inc. Pangasinan, Philippines - July 23, 2010 - August 2, 2013**

- Customers service in charge
- Multi - tasking
- Appliance and furniture sections in charge
- Entertain and assist customers
- FIFO system
- Arranging and displaying of items or products by categories
- Daily and monthly inventory
- Making monthly sales reports
- Making purchase orders
- Received stocks in furniture
- Field service
- Attending seminars

### **Store Consignor Demo: (Jagthug) SM City Rosales, Pangasinan Philippines - 2009-2010**

- Customer service
- Entertain and assist customers
- Received stocks
- Daily monthly inventory
- Weekly doing sales and monthly reports
- Making purchase orders
- Monitoring sales targets

## COVER LETTER

Dear Recruitment Manager,

I am applying for a position at your company. Based on the posted description,

My previous work experiences with the company have helped my ability to adopt a fast pace and multi – task environment. I am confident that I would be able to perform efficiently the duties and responsibilities in any circumstance.

Attached here with is my comprehensive curriculum vitae for your perusal and favorable consideration. I look forward of having the opportunity to be with your organization by my work, diligence and commitment.

I would welcome the opportunity to meet you in person to discuss further my qualification and your job requirements and your job requirement at your convenient time.

Sincerely,

Jamsie S. Salatan

**Declaration:** I hereby certify that all the aforementioned information is true and correct to the best of my knowledge.