



## CONTACT



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**Samaya Tower 2 Al Nahda  
Sharjah**

## EDUCATION

Bachelor of Science in  
Agriculture. Central Mindanao  
University, Philippines

March 2013

## SKILLS

- Knowledge in MS Office, Internet and typing
- Attention to detail
- Multitasking
- Customer Service
- Ability to learn new things

# Jancin Mae Kris Lamigo

## PROFILE SUMMARY

- ❖ Seeking a new challenging job in a dynamic and growing organization, to enhance and share my knowledge and potentials where there is an opportunity for personal growth and professional development.

## WORK EXPERIENCE

### SALES EXECUTIVE/CASHIER

**Nike Cagayan De Oro, Misamis Oriental Branch, Philippines.  
Aug. 2021-Sept. 2023**

- Pleasantly welcome and address customers in a professional manner.
- Provides a positive customer experience with fair, friendly, and courteous service.
- Inform customers about available products, ongoing sales, discounts and promotions.
- Give product suggestions to customers when needed and assist customers in product selections based on their needs.
- Arrange the product display areas in a visually appealing manner.
- Handle cash register and perform cash or credit card transactions for customer purchases.
- Follow merchandising standards and assist in merchandising tasks when needed.

### CASHEIR/SALES EXECUTIVE

**K.M Trading, Abu Dhabi United Arab Emirates  
Nov. 2017-Aug. 2020**

- Rang up sales, bagging items, requesting price checks, honoring coupons, collecting payment, and giving appropriate change.
- Scanning goods and ensuring pricing is accurate & collecting payments whether in cash or credit.
- Resolve customer complaints, guide them and provide relevant information.
- Track transactions on balance sheets and report any discrepancies.
- Handle merchandise returns and exchanges. Issue receipts, refunds, change or tickets.
- Assisted customers with purchase questions, promotion concerns, defects, and returns

## Personal Profile

Marital Status: Single  
Nationality: Filipino  
Passport No. P3491161C

## RECEPTIONIST CUM ADMIN ASSISTANT

Robinsons Place, Valencia Bukidnon Philippines  
Jul. 2013-Aug.2017

- Promote products and services to clients and negotiate contracts with the aim of profits.
- Answering incoming and outgoing phone calls and handling emails.
- Assist the customer inquiries and negotiate/close deals and handle complaints or objections.
- Conducting market research to identify selling possibilities and evaluate customer needs.
- Setting up meetings with potential clients and listening to their wishes and concerns.
- Create frequent reviews and reports with sales and financial data & ensure the availability of stock for sales and demonstrations.
- Updating daily report of manpower. and make copies of important documents.

## Reference Available Upon Request

I hereby certify that all information given in this document is true, complete and correct.