



# Janice Bituwaran

## EXECUTIVE SUMMARY

Flexible, determined, and innovative sales advisor looking for opportunities to grow more professional. Organized and attentive problem solver leveraging skills in cross-functional collaboration and process improvement.

## SKILLS AND ABILITIES

- Excellent communication and interpersonal skills
- Extensive experience in customer relations
- Resourceful and Trustworthy
- Time Management
- MS office suite

## GET IN TOUCH

Address: Khalidiya, Abu Dhabi UAE  
Phone: 0563463768  
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## WORK EXPERIENCE

### Sales Advisor cum Cashier

Daiso Japan June 2018 - October 15 2024

- Demonstrate a positive and professional attitude at all times, representing the company's brand and values.
- Assist customers in selecting products by providing product information, recommendations, and assistance as needed. Direct customers to racks and counters, ensuring easy navigation and accessibility to merchandise
- Process payments accurately and efficiently using various payment methods, including cash, credit cards, and checks
- Maintain a clean and organized work environment, including keeping shelves stocked and merchandise neatly arranged. Alert management of potential security issues, such as suspicious behavior or theft

### South Star Drug Pharmacy

Pharmacy Sales Associates | November 2017-2018

- Gather and enter patient information and doctors' prescriptions in computer systems and Assess prescriptions for completeness
- Compound non-sterile pharmaceutical products and Maintain proper drug storage and security

### Customer Service Representatives

Prince Hypermart Guiuan September 2016 - 2017

- Setting store in good ambiance through playing appropriate store music, jingle, and plugging; b. Actively responds and resolves customer complaints while maintaining a professional customer approach; Provides information about products and services
- Facilitates all payment and credit programs carried out in the store such as Gift checks, EC Pay, Lay-Away Plans, Check encashment, and other billing payments.

### National Bookstore

Sales Associate/Cashier | August 2015 – August 2016

- Refills items immediately and adheres to proper visual merchandise standards; gathers customer's queries (i.e. needs and wants) to be reported to the supervisor for updating the Buyers.
- Properly arrange items on display according to its category. (i.e. color, kind, weight, volume, size, classification, or usage)

## ACADEMIC BACKGROUND

### Eastern Samar State University

Bachelor of Science in Hotel and Restaurant Management  
| Graduated May 2015

## PERSONAL REFERENCES

AVAILABALE UPON REQUEST