



Janice Bituaran

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

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WORK EXPERIENCE

Sales Advisor cum Cashier

Daíso 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