



# JOSEPH R. BABILONIA

055 820 5906  
J.BABILONIA1991@GMAIL.COM

## OBJECTIVE

Having years of experience in customer service, guest service, and sales operation. Highly motivated and team-oriented individual eager to explore and utilize acquired skills and knowledge with potential growth and advancement, learn, lead, and contribute to the organization's success.

## SKILLS

- Customer service
- Cashiering / Cash handling
- Communication skills
- Stocking
- Inventory
- Warehousing
- Sales retail process
- POS system
- Microsoft Excel

## EXPERIENCE

**SALES ASSISTANT • SM MEGAMALL • MARCH – JUNE 2023**

**SALES ASSISTANT • ROBINSONS MALL • FEB 2022 – FEB 2023**

- Greet customers, handle enquiries and promote offers/sales/promotions and new product lines.
- Help customers make selections / purchase decisions offering suggestions and opinions.
- Work with the Store manager and store team to identify opportunities to increase sales of full price merchandise and improve the customer shopping experience.
- Attach price tags to all merchandise, ensuring the correct price / barcode for each item taking account of special promotions.
- Ensure that all product ranges / items in the store are well stocked and are easy to reach for customers.
- Receive deliveries of stock and cross check the delivery items.
- Assist Visual Merchandisers in the implementation of visual merchandising plans.
- Regular replenishment of the merchandise to be done as per the process defined.
- Actively participate in the daily replenishment/ recovery processes.
- Marking and labeling stock.
- Seeks feedback to improve customer service.

## OTHER DETAILS

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Nationality: Filipino

Birthday: March 5, 1991

Visa Status: Visit visa, can start immediately.

### **WAREHOUSE STAFF • MSI-ECS PHILS INC • JAN 2019 – MARCH 2020**

- Preparing orders according to given order form.
- Pick and pack items and ensure safety packaging.
- Ensuring cleanliness, tidiness and safety of work environment.
- Loading and unloading shipment delivery.
- Accepting delivery of inventory.
- Counting and confirming inventory.
- Inspecting inventory for damage and faults.
- Submit damage list to admin for record keeping.
- Marking and labeling stock.

### **STORE CREW • 7-11 CONVENIENCE STORE • JUNE – DECEMBER 2018**

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Assist inventory stake weekly, monthly and as needed.
- Receive goods and stock deliveries.
- Cross-sell products and introduce new items.
- Maintain cleanliness of store.

### **DON ISKO'S CATERING • 2012 – 2014**

- Set up venues (tables , chairs and decorations)
- Greet customers and present menus
- Make suggestions based on their preferences.
- Take and serve food/drinks orders.

## EDUCATION

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### **BS IN CRIMINOLOGY • 2018 • REPUBLICAN COLLEGE, PHILIPPINES**

*PRC Board Passer, Reg no: 0203216*

*Member: Philippine Association of Criminologist*