

Mico D. Arellano

Jamal Abdul Nasir, Sharjah, UAE

Contact No.: +971524174326

Email: Micoarellano181@gmail.com



SKILLS & QUALIFICATIONS:

1. Microsoft Office Applications such as Word, Excel and Access
2. 40-80 Word Per Minute
3. Computer literate
4. Clear Communication Skills, Multitasking Skills and Great Interpersonal Skill
5. Able to work as part of the team and can also work independently.

PERSONAL DATA:

Date of Birth: April 18, 2000
Citizenship: Filipino
Sex: Male
Civil Status: Single
Height: 5'10"
Weight: 70kls.

WORK EXPERIENCE

SALES ASSOCIATE (JUNE 2022 - JUNE 2023)

SM HYPERMARKET (FAIRVIEW, QUEZON CITY, PHILIPPINES)

JOB DESCRIPTION:

- Assessing the effectiveness of different product displays and store layouts on sales figures.
- Briefing staff on stock display and rotation to ensure every space is optimized.
- Collaborate with executives, marketers and salespeople to set prices that are good for the market and profit
- Monitoring sales and identifying any losses or stock wastage.
- Getting to know the customer base and understanding their motivation and sales drivers
- Making predictions based on sales data, customer feedback and market trends.
- Stocking sales floor shelves and creating attractive product displays.
- Ensuring retail staff are well informed on product details and promotions.
- Maintaining and tracking inventory.

BAGGER/MERCHANDISER (JUNE 2021 - APRIL 2022)

ROBINSONS DEPARTMENT STORE (NOVALICHES, QUEZON CITY PHILIPPINES)

JOB DESCRIPTION:

- Provide excellent customer service by bagging groceries and accompanying customers to their respective vehicles and offloading their groceries.

- Greet and ask the customer if they prefer paper or plastic bags.
- Work in tandem with the cashier to efficiently bag all purchases.
- Monitor bag supplies and replenish supplies when low.
- Check parking lots for empty shopping carts and return the carts to the appropriate area inside the store
- Remove unwanted items from the cashier stand and return them to the appropriate area.

EDUCATIONAL ATTAINMENT:

College	Access Computer and Technical Colleges Camarin, Caloocan City	2019-2021
Senior High	Access Computer and Technical Colleges Camarin, Caloocan City	2017- 2019
Junior High	Tala High School Tala, Caloocan City	2012- 2016
Elementary	Gabriela Silang Elementary School Bagong Silang, Caloocan City	2006- 2012

CHARACTER REFERENCE:

1. Lourdelyn B. Berlon +639126374270
2. Limuel Basi +639509111702