



Roberta Helenna E. Basañez

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Objective:

To obtain a position where I can maximize all my work experiences, training and personal skills to become an asset to the company.

Qualifications Summary

- Extensive knowledge for merchandising stocks, visualising and replenishing stocks on display.
- Constant communication with the Logistics team to ensure the right transfer order and on time deliveries of goods.
- Maintaining and developing relationships with the buyers/ purchasers in person or via telephone calls and emails.
- Meeting and satisfying the suppliers demands in terms of stocks visualization.
- Gather market and customer information and provide feedback on buying trends.
- Relate well to people from different cultures and social economic conditions.
- Works under pressure and performs good customer service.

Job Experience:

Merchandiser

Bahrain Duty Free Shop

July 2017 - June 2020

Position Description: Consolidating and creating transfer orders from warehouse through shop. Displaying and visualising products. Highlighting all selling stocks and new arrivals. Providing staff the ideas in regards to product information, promotions, and on trend items. Emailing the buyer regarding low stock and out of stock items by generating the report from the system. Making sure all items, promotional items, shelf-edges, signages are well placed and activated with the correct prices. Ensuring that receiving newly shipped items are well packed and in good condition as well as sending back goods to the supplier.

Sales Executive

Bahrain Duty Free Shop

July 2015 - July 2017

Position Description: Arrange attractive displays in windows, cabinets and mannequins. Listen to customer concerns and advise customers on products that help them choose the most suitable. Build relationships with customers for repeat business purposes. Take payments for goods, issue their receipts and guarantees, achieving weekly and monthly sales targets.

Person -in -Charge

American Boulevard Trading Corporation

November 2008 - June 2015

Position Description: Store officer, cash handling and stocks inventory personnel. Setting the goal to work as a team to achieve weekly and monthly targets. Handling customer complaints, inquiries and providing good customer service. Sending weekly, monthly and yearly reports by generating the system.

Personal References:

Mr. Nasser Radhi : Merchandising Manager (Bahrain Duty Free Shop) # +973 33776762

Ms. Katherine Castro : Buyer (Bahrain Duty Free Shop) # +973 37766538

Mr Ali Hamsa : Buyer (Bahrain Duty Free Shop) # +973 36622587

PRIMARY

Malasiqui Central School, Pangasinan Philippines
1993 - 1999

SECONDARY

Malasiqui National High School, Pangasinan Philippines
1999 - 2003

TERTIARY

Perpetual Help College of Pangasinan, Philippines

Major: Bachelor of Science in Agricultural Business

2003 - 2005 (Undergraduate)

Personal Information:

Civil Status: Single
Date of Birth: 19th February 1986
Gender: Female
Nationality: Filipino
Languages: English, Tagalog