** Doland Cayas Barrera**

**Gudaibiya, Manama Bahrain**

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**Objective**

Seeking fulfilling a position that will allow me to fully contribute my knowledge and skills to your growing company, to gain more experience to be more competitive and professional.

**Educational Attainment**

**Tertiary:** STI College Rosario ( 6/2010 – 5/2012 )

( Diplomat in Information Technology )

**Secondary:** Naic Coastal National High School (6/2005 – 5/2010)

**Primary:** Bancaan Elementary School (6/1999 – 5/2005)

**Working Experience**

* **Sales Associate at Virgin Megastore KSA-Riyadh ( 5/2015 – 5/2017)**
* Ensuring the customers satisfaction
* Engaging informative conversation to the customer for them to know the benefits of the product that they are asking
* Promoting new released product to the customer give them the full information
* Making weekly inventory report to all the high price products that we have to monitor the movement of it to the consumer.
* Listing/Ordering customers inquiry to know the fast moving product out market.
* Making nice and dazzling display together with the specification of the product itself to catch customer attention.
* Informing my colleagues to our daily sales need to reach our monthly target.
* **Salesman at Ansar Gallery Bahrain (6/2018 – 6/2019 )**
* Customer Satisfaction is my top priority
* Making daily inventory report of all cellular phone products that we have to monitor the movement of it to the consumer.
* Listing/Ordering customers inquiry to know the fast moving product out market.
* Making nice and dazzling display together with the specification of the product itself to catch customer attention
* Handling customer complain
* **Sales Associate at Geekay Electronics Co. W.L.L Bahrain (10/2019 – present )**
* Customer Satisfaction is my top priority
* Making weekly inventory report of all the high valued product such as consoles and accessories to know what is the item that needed to be order for the next week operation.
* Listing/Ordering customers inquiry to know the fast moving product out market.
* Making nice and dazzling display together with the specification of the product itself to catch customer attention
* Handling Customer Complain giving them the best customer service
* Handling POS, cashiering and tallying the total sale each day
* Informing my Colleague for daily sales target to achieve the monthly target
* Engaging informative conversation to the customer for them to know the benefits of the product that they are asking

**Personal Background**

Age: 27

Date of Birth: December 23, 1992

Place of Birth: Naic, Cavite

Religion: Catholic

Gender: Male

Civil Status: Single

Nationality: Filipino

Language: English/Arabic

Passport : P5685044A

**Areas of Expertise**

* Sales
* Stock Management
* Customer Service
* Strategic Negotiation
* Document Control
* Inventory Reports

**Skills/Qualifications**

* + Can handle pressure, flexible at any job, can do multi task and always be responsible.
  + Strong Team Player
  + Easy learner and use it in a productive way to give the best outcome.
  + Creating eye catching and dazzling shop display
  + Can work independently, and take ownership of various parts of project or initiative.
* Strong Communication and Interpersonal Skills
* Handle customers' inquiries & complains in a positive manner
  + Building and maintaining positive working relationship to customers and to my colleague.
  + **Computer**; Microsoft Office, Open Office, proficient knowledge in some Programming Languages.

**Character References**

Mr. Moammar Al Kaid (Virgin Megastore Branch Manager)

Mr. Sadallah Hakmi ( Virgin Megastore Branch Manager )

Mr. Sanjay Thanki ( Geekay Bahrain Country Manager )