

# RIA B. ALUAN



Applying Position: Sales Executive/ Receptionist

## CONTACT

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Al Mansoura,  
Doha -Qatar



## LANGUAGE

English / Arabic

## EDUCATION

### Galaxy Computer Education (Abu Dhabi UAE)

Executive Training

### Computer Information Services Center (CISC) (Batangas, Philippines)

Computer Programming

## KEY SKILLS

Microsoft Office Suite



English / Tagalog



Retail Software



Social Media Marketing



Problem Solving



Team Leadership



## AWARDS

### VISA STATUS

Transferable

## PROFILE

Sales Associate with 20+ years of experience in retail environments. Recognized for ability to communicate with customers and provide exceptional service that ensures client retention and positive feedback. Proven ability to increase sales through upselling techniques as well as implement additional processes that drive profitability.

## PROFESSIONAL EXPERIENCE 2000 – Present

### Sales Executive

March 07, 2022 – August 11, 2024  
Ortensia Boutique (Office 10, Al Rayyan, Doha Qatar)

### Sales Executive

November 2019 – March 01, 2022  
Annabelle (Mall of Qatar, Qatar)

### Sales Executive/Cashier

August 19, 2018 – October 17, 2019  
Sheikha Style (Doha Festival City, Qatar)

### Sales Executive/Cashier

February 13, 2013 – April 20, 2018  
Beautiful Things (Royal Plaza Mall, Qatar)

### Sales Executive/Cashier

February 08, 2011 – September 30, 2012  
Panache Fashions (Abu Dhabi, UAE)

### Receptionist/Cashier

Lucky 7 Internet Café  
January 05, 2004 – November 14, 2011

### Assistant Teacher

January 2001 – August 2003  
Day Care Center (Batangas City, Philippines)

### Warehouse Encoder

August 2000 – December 2000  
Enron Batangas Power Corporation (Batangas City, Philippines)

### Sales Representative

January 2000 – June 2000  
Tuperware Corporation (Batangas City, Philippines)

## JOB DESCRIPTION

- Perform measurement to the bodies of a customer to ensure the proper fit of garments.
- Assist an average of 50 customers per day in finding or selecting items, and providing recommendations which have generated additional revenue
- Stock, replenish, and organize inventory with accuracy and efficiency, completing task 10% faster than average associates
- Maintain accurate and attractive merchandise displays, ensuring strategic placement of products in order to maximize purchases
- Provide outstanding customer service, receiving 96% in customer service feedback surveys
- Memorize product locations throughout the store and be able to direct customers or make suggestions
- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
- Prepares reports by collecting, analyzing, and summarizing information.
- Measure alterations to clothing based on customers' needs.
- Create sales reports, detailing all transactions made in a day for the purpose of informing the management of individual sales progress