

KimverlyAnn MontalboBorres

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Objective

To look for a challenging job opportunity which will allow me to further utilize my skills, acquire new abilities and knowledge in a growth oriented organization.

Educational Background

Bachelor of Computer Science (STI College)

High School (Ernesto / Rondon)

Experience:

A. Victoria Secret, Alshaya Company, Doha, Qatar

Retail Sales Associates

cashier

August 24, 2022 - February 5, 2023

B. Saving Square company

Sales associate

Cashier

Visual merchandiser

Doha Qatar

April 15 2023 up to present

C. Max Retail LLC Landmark Group of Companies

United Arab Emirates

Retail sales Associate (Footwear/Luggage/Perfume/Accessories Department) Special

Tasks : Cosmetics InCharge & Cashier Reliever

Handling six brands (Rimmel, Revlon, Bourjois, Maybelline, Prestige and Max Factor)

May 2010 - June 3, 2020

Job Description:

- Responsible for assisting the selling Manager through effective administration of the department to achieve smooth day to day operations and efficient customer service.
- Explain and demo the products specification and quality
- Show hospitality to the customer
- Ensure satisfaction of the customer to the product purchased.
- Do the inventory of the entire product in charge.

- Do replenishment on all products in charge.
- Maintain cleanliness on the designated area.
- Doing Billing
- Conducting meeting with the team member in the designated department
- Secure stocks from loses and damages in the process of selling
- Visual merchandising
- Responsible for taking care of the department both selling area and back store
- Merchandise the display on the floor and make props

D. Cherry Foodarama

Cashier

Congressional Quezon City Philippines January 2007-September 2009

Job Description:

- Ensure correct entry of the product to POS
- Giving Good Customer Service
- Correct giving of change to the customer
- Do the daily Sales Report

E. Hafs Enterprises Telemarketer/Product

Specialist Vito Cruz España

Manila

June 2005-October 2006

Job Description:

- Encourage customers to buy the products by giving good customer service.
- Promote and advertises Karcher products under Hyla Industries ➤ Explain and demo the products specification and quality

Job Description:

- Answer phone calls and set appointment for the costumer
- Prepare and ensure cleanliness of all the tools needed in the clinic
- Provide the Billing and Prescription to the patient

G. Bear Cuddler Sales

Associate

Makati City Philippines

November 1999 - December 2002

Job Description:

- Provide Good Customer Service to satisfy the customer
- Do Daily sales reports ➤ Promote the product
- Replenish the stocks and make orders
- Help in Year End Inventory

Seminar training / Award and Certificates Received:

- **Product Knowledge Training** Maybelline Cosmetics

Burjuman Center, Dubai UAE
March 19, 2013

- Star Employee of the Month Max Fujairah city center June 2012
- **Product Knowledge Training** Bourjois
Cosmetics
Rotana Hotel Dubai UAE
October 10, 2011
- **Product knowledge of Maxfactor** June 12, 2017
Mawarid Group of Companies
Karama Dubai United Arab Emirates
- **Selling skills training** March 21 2017
Jebel ali Dubai
- **Product knowledge of Bourjouis**
October 20, 2016
- **Product knowledge of Rimmel**
- **Burjuman Center Dubai UAE**
July 9, 2014
- **OR POS training** September 5, 2014
Jebel Ali Dubai
- **Product knowledge of Maxfactor**
Mawarid Group of Companies
Karama Dubai UAE
Nov 25,2013
- **Customer service training**
- August 10, 2013
- Jebel Ali Dubai
- **Product knowledge of Maybelline** June 12 2012
- **Product knowledge of Revlon** February 22, 2012
Mawarid Group of Companies
Karama Dubai
- **Product Knowledge Training** Revlon
Cosmetics

Mawarid Group of Companies
Karama Dubai UAE
June 25, 2011

➤ **Completion of Rimmel Brand Training
and New Product Launches**

Dubai UAE
May 16, 2011

➤ **Star Employee of the Month**

Max Fujairah
February 2011

➤ **Star Employee of the Month**

Max Fujairah City Center
October 2013

Product Knowledge of Rimmel

Coty Emirates Office
Central 1 building Word trade center Sheikh Zayed Road Dubai February
19,2018

Product Knowledge of Max Factor and Bourjois Brand

Coty Emirates Office

**Central 1 building Word trade Center Sheik Zayed Road Dubai
February 20,2018**

➤ **Product knowledge of Prestige**

Februrary 13, 2018
10thfloor Thuraya Telecommunication Building
Next to Byblos Hotel,Near Greens Tecom
World Trade Center Dubai

Fragrance Lead

Victoria secret

Alshaya Company

Doha Qatar

Personal Details

Date of Birth	:	April 8, 1988
Place of Birth	:	Pinamalayan Oriental Mindoro, Philippines
Height	:	5'4

Weight	:	70 kg
Civil Status	:	Married
Citizenship	:	Filipino
Languages	:	English and Filipino

I hereby certify that the above mentioned are true and correct to the best of my knowledge.

Yours Truly,

Kimverly Ann Montalbo Borres

Applicant