

BASHIEM LUMNA SARIP

Objectives

To be able to work in a company that would give me opportunity of professional enrichment and to contribute to the further growth and development of the company by applying the skills I have acquired and by installing a collective and friendly work attitude.



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Al Sadd , Qatar

PERSONAL INFORMATION

Nationality : Filipino

Religion : Islam

Passport Number : P1639137A

Civil Status: Single

LANGUAGE

- English (Fluent)
- Filipino (Fluent)

POSITION DESIRE/ EXPERTISE

- Merchandiser
- Sales Representative
- Cashier
- Office Assistant
- Receptionist
- Any Position related to my qualification

COMPUTER SKILLS

- Microsoft Office Word

ON JOB TRAINING

Office Clerk / Computer Encoder

DSWD – ARMM, Philippines

November 9, 2015 – May 2, 2016

EDUCATION

Bachelor of Computer Science

Senator Ninoy Aquino College Foundation
Moncado Kadingilan , Marawi City
SY 2014- 2016

WORK EXPERIENCE

CASHER / SALES REPRESENTATIVE

Iligan City, Philippines

June 2016-January 2018

Responsibilities:

- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Resolves customer issues and answers questions.
- Present, promote and sell products/services.
- Provides a positive customer experience with fair, friendly, and courteous service.

SALES REPRESENTATIVE

Saqr Entertainment Store

Doha, Qatar

January 2019-Present

Responsibilities

- Provide accurate information (e.g. product features, pricing and after-sales services)
- Answer customers' questions about specific products/services
- Conduct price and feature comparisons to facilitate purchasing
- Cross-sell products
- Manage returns of merchandise
- Inform customers about discounts and special offers
- Provide customer feedback to the Store Manager
- Stay up-to-date with new products/services