



# JAYSON JERIC RONQUILLO

## Professional Summary

Results-driven retail and sales professional with over 9 years of experience in technology, fashion, and customer service industries. Skilled in sales coordination, customer engagement, merchandising, inventory management, and after-sales support. Recognized as Apple Champion Plus and Certified Apple Demo Instructor with a strong track record of achieving sales targets and delivering excellent customer experiences.

## CONTACT

**PHONE:**

+974 33800106

**EMAIL:**

[jaysonjeric.ronquillo@yahoo.com](mailto:jaysonjeric.ronquillo@yahoo.com)

## Core Skills

- Retail Sales & Customer Service
- Visual Merchandising
- Inventory Management
- Cash Handling & POS Systems
- Product Demonstration
- CRM Software
- Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Upselling & Cross-selling
- Communication & Negotiation

## WORK EXPERIENCE

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**Sale & admin Coordinator BK SPORTS (multi-sports activity)  
AFTER SCHOOL PROGRAM**

Nov 2025 – Feb 2026

- Handled customer inquiries via phone and email while providing professional after-sales support.
- Processed sales documentation and maintained organized administrative records.
- Generated sales reports and coordinated daily administrative tasks.
- Utilized Microsoft Office tools and CRM software to support operations efficiently.

**Sales Associate / Merchandiser | United Luxury Trading – Gait Apple  
Premium Partner (Vendome Mall)**

Aug 2022 – Oct 2025

- Provided expert product guidance and technical support to customers.
- Achieved sales targets through excellent customer engagement and upselling strategies.
- Conducted product demonstrations and explained promotions, discounts, and warranties.
- Maintained attractive visual merchandising displays to improve customer engagement.
- Delivered strong after-sales support and collected customer feedback for service improvement.

## EDUCATION

**Bachelor's Degree**  
**Philippine College of Criminology**  
2008 – 2012 - Philippines

## ACHIEVEMENT

- Apple champion plus  
2023 to 2025
- Certified Apple Demo  
Instructor
- 2022 to 2023

### **Sales Associate / Storekeeper | Nasser Bin Khaled Fashion – Quiksilver (City Center)**

Nov 2020 – Jun 2022

- Maintained store visual standards and ensured excellent customer service.
- Handled inventory updates and monitored stock accuracy during physical inventory checks.
- Received shipments and updated inventory systems accurately and efficiently.

### **Sales Associate / Merchandiser | Landmark Group – Center Point (DFC)**

Jul 2019 – Mar 2020

- Assisted customers with product selection and maintained high customer satisfaction.
- Processed POS transactions, handled returns, and promoted additional products.
- Supported inventory control procedures and maintained organized product displays.
- Worked collaboratively with team members to achieve monthly sales goals.

### **Sales Associate / Merchandiser | Giulio Twist (Mall of Qatar)**

Sept 2016 – Feb 2019

- Designed and maintained attractive visual merchandising displays.
- Supported delivery handling and stock organization for efficient store operations.
- Updated displays to highlight seasonal promotions and new product launches.
- Coordinated with suppliers regarding promotional and display materials.