

# Retail Sales Assistant CV

## Personal profile

An ambitious individual who enjoys taking on responsibility and has a successful background in retail sales. Having a smart appearance with impeccable personal hygiene and a relaxed sociable demeanour. Someone who enjoys spending time with clients & who is constantly looking for opportunities to build relationships with them. Now looking for a suitable position with a company where advancement is based on individual merit & performance, rather than seniority.

## Career history

### Retail Sales Assistant

Fashion Shop                      May 2009 – Present

Playing a vital role in promotional campaigns by delivering the highest standards of customer service, and by getting behind key offers and promotions in-store, helping customers to discover the range of products that we have to offer and responding to every customers' needs and requests.

- Using market and customer information to assist in the development of brand plans.
- Smiling, greeting and making eye contact with every customer.
- Talking to customers, finding out their needs, and then offering advice.
- Handling customer complaints and returns.
- Retrieving stock, showing it to customers and then putting it away.
- Liaising with the suppliers to ensure that stock is delivered on time.

### HR Advisor

High Street Retail Shop                      May 2006 – April 2009

## Key competencies and skills

### Sales and marketing

- Able to provide valuable knowledge and up to date advice on products.
- Ability to be an ambassador for well known brands.
- Up selling on specific products.
- Can use modern computerised equipment such as cash tills.
- Physically fit with plenty of stamina, and able to remain standing for long periods of time.

### Personal

- Possessing a enthusiastic friendly, and outgoing personality.
- Enjoy learning and personal development.
- Comfortable in new situations and meeting new people.
- Remaining calm under pressure, and always optimistic and positive.
- Performing well within teams.
- Reliable and conscientious, completing tasks and not leaving them for others.

## Academic qualifications

BA (Hons) Retail Management

Nuneaton North University                      2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)

Coventry Central College 2003 - 2005

**References** - Available on request

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