

MARK ANDREWS

SALES ASSISTANT

Dayjob Ltd, 120 Vyse Street, Birmingham B18 6NF

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Summary

A well spoken, smartly dressed and pro-active sales assistant who possesses a relentless drive to have a broad impact on any company he works for. A committed team player who is approachable and has a track record of supporting sales and marketing managers by tracking, investigating, and reporting sales information. Mark is confident enough to be able to supervise store operations, as well as recruit, train and develop new Sales Assistants. He is now looking for a suitable position with a company that hires exceptional people and gives them opportunities to build their career.

Skills

Retail	Professional	Personal
Advising customers	Fixing broken tills	Persuasive
Arranging advertising	Troubleshooting	Using initiative
Promoting sales	Training new staff	Amicable
Dealing with refunds	Customer service	Can handle stress
Stock taking	Meeting sales targets	Always pro-active
Monitoring CCTV cameras	IT skills	Enthusiastic
Administrative tasks	Resolving disputes	Product knowledge
Answering queries	Merchandising skills	Communication skills

Career

SALES ASSISTANT Retail Store	May 2007 - Present
Responsible for assisting customers with merchandise or purchasing questions, and also demonstrating to them how certain products are used. In charge of ensuring that any issues concerning customer care are reported to the Retail Manager.	
<ul style="list-style-type: none">• Participating in the day to day running of the shop.• Responding to general customer enquiries received by phone or email.• Dealing with online orders that have been placed through the company's website.• Operating the till and accurately handling cash, cheques and credit/debit card transactions.• Ensuring all fire exits and escape routes are kept free from obstruction.• Assisting in changing displays of shop stock.• Looking after all aspects of the shop whilst the Retail Manager is away.• Assisting with regular stock checks and annual stock takes.• Being vigilant at all times against theft, leakage and stock damage.	
SALES ASSISTANT Retail Shop	Feb 2006 – May 2007

Academic

Nuneaton University	2003 – 2006
Retail Management BA (Hons)	
Nuneaton College	2001 – 2003
A levels: Math (A) English (C) Physics (B) Geography (D)	

References

Available on request.



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