

Personal statement

An exceptional and highly able individual who can be instrumental in maximising sales and controlling the costs of any retail store. Harry possesses an outgoing personality and is looking for a carer away from the world of office desks and boring business meetings and instead wants an exciting career in retail sales where no two days are the same. Always acting with integrity and with the best interests of the Company in mind, Harry has that special ability to interact intimately with clients and get a sale. He is available for an immediate start & is currently looking for a suitable sales assistant position with a reputable company that rewards hard work.

Employment History

Retail Shop - Coventry

SALES ASSISTANT **April 2009 - Present**

Working on the front line of a fast paced retail store and responsible for ensuring that customers have an enjoyable shopping experience and spend lots of cash so the business can keep going. Also in total charge of unpacking clothes, hanging them and then security tagging them.

Duties:

- Ensuring the store telephone is answered in a timely and professional manner.
- Checking for forged notes and keeping an eye out for fraudulent transactions.
- Building a rapport with customers.
- Counting the shop float in and out.
- Promoting exclusive line products and the store discount cards.
- Putting stock on displays and shelves.
- Meeting and greeting customers on their arrival.
- Accurately completing all administrative records.

Local Shop - London

SALES ASSISTANT **October 2008 – April 2009**

Stationary Store - Watford

RETAIL SUPERVISOR **June 2008 – October 2008**

Areas of Expertise

Up-selling	Stock takes	Communication skills	Positive attitude
Cashier duties	IT skills	Commercial awareness	Visual merchandising
Replenishing stock	Administrative duties	Quick learner	Aware of latest trends

Sales and retail skills

- Ambitious, hard working, energetic and reliable.
- Committed to continuous personal learning and development.
- Ensuring that principles of quality are embodied into all areas of work.
- Operating the till, accept payment by cash, cheque, credit and debit card.
- Helping with the unloading of deliveries and storage of stock.
- Always maintaining high standards of customer service whilst adhering to all company policies.

Academic Qualifications

Birmingham North University - 2005 - 2008 - Retail BA (Hons)
 Sales & Marketing - Diploma
 Birmingham South College - 2003 - 2005 - Commerce Diploma

References - Available on request.



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