

assistant

sale

michael parker

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personal statement

An articulate, smart and professional sales assistant who always puts the customer first. Possessing an ability to identify a customer's needs promptly and accurately, Michael has a long history of being able to satisfy the most demanding of shoppers. He possesses a track record of meeting sales targets by any means at his disposal, including conducting sales focused research and surveys with customers and launching promotions through a company's website. He is career minded and is currently looking for a unique opportunity to join a company that offers long term progression and stability to the successful candidate.

employment history

Retail Shop - Birmingham

SALES ASSISTANT **April 2009 – Present**

Responsible for not only assisting the customer with the selection of products, but also involved in the day to day running of the store in areas such as processing payments, meeting sales targets and the maintaining stock levels. Involved in any area that may benefit the store, sales team and customers.

Duties

- Checking goods prior to sale to ensure they are in working order and fit for sale.
- Cleaning and tidying sales area in order to maintain a safe working environment.
- Responding to customer feedback and passing on any suggestions to senior managers.
- Ensuring all stock is clearly and correctly priced.
- Ensuring that all till operations, cash handling procedures and transactions are carried out accurately.
- Completing all paperwork and then filing it accordingly.
- Filling out Quotations, Customer Invoices, Orders & Delivery Notes.

Local Store – West Bromwich

SALES ASSISTANT **October 2007 – April 2009**

Clothes Shop - Dudley

RETAIL ASSISTANT **July 2007 – October 2007**

areas of expertise

Advising customers	Customer satisfaction	Stopping shoplifting	IT skills
Demonstrating products	Reducing costs	Serving customers	Stock taking
Promoting special offers	Communicating clearly	Working to targets	Sales promotions

Professional skills

- Able to learn quickly about new offers, promotions, products or services that a store is selling.
- Highly organised and able to prioritise tasks.
- Having a comprehensive understanding of all Health & Safety issues.
- Listening to and matching the customer's needs with products on sale.
- Can accurately manage all financial transactions.
- Having an in-depth knowledge of computer systems, software and other machines relevant to being a sales assistant.
- High standard of written English and maths.
- Excellent attention to detail and the ability to "think outside the box".

academic qualifications

Birmingham North University - 2004 - 2007 - Retail Management BA (Hons)
City & Guilds – Sales Management
Birmingham South College - 2002 – 2004 - Business Studies Diploma

references

Available on request.



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