

Al satwa Al badaa
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Sarah A. Mohammad

PROFESSIONAL SUMMARY

Active and result-driven Cashier and Sales Consultant with experience in retail environment and proficient in managing transactions and maintaining accurate cash handling procedures. Strong communication skills with ability to understand customer needs.

EXPERIENCE

Store Specialists Inc., Davao City Philippines — *Cashier/Senior Sales Consultant*

August 2021 - May 2022

- Assisted customers in selecting products to enhance their shopping experience and satisfaction.
- Managed cash register operations, including processing transactions and handling customer inquiries.
- Developed a strong knowledge of store products and promotions to effectively recommend to customers.
- Achieved sales targets through proactive engagement and personalized service. Maintained a clean and organized sales floor to enhance product visibility and customer flow.
- Collaborated with team members to execute marketing strategies and sales events.
- Handled customer complaints with professionalism, ensuring problem resolution and customer retention. Conducted inventory checks and restocked items to maintain optimal product availability.
- Assisted in training new staff on sales techniques and store policies. Utilized point-of-sale (POS) systems efficiently to streamline transactions and improve customer service.

Store Specialist Inc., Davao City Philippines — *Cashier/Sales Consultant*

October 2018 - May 2019

- Manage transactions with customers using cash registers. Scan merchandise and ensure pricing is accurate.
- Collect payments whether in cash or credit. Issue receipts, refunds, change or tickets.
- Redeem stamps and coupons. Cross-sell products and introduce new ones. Greet customers when entering or leaving the store.
- Maintain clean and tidy checkout areas. Track transactions on balance sheets and report any discrepancies.
- Bag, box or gift-wrap packages.

Supervalve Inc., Davao City Philippines — *Cashier*

March 2018 - September 2019

- Responsible for documents Cash, Cards and other modes of payment and Promotions. Giving exactly information to handle complaints and needs of customers.

Rustan's Marketing Specialist Inc., Davao City Philippines — *Sales Consultant*

October 2017 - January 2018

- Handling customer inquiries and assisting their needs. Must have knowledge about products and promotions.

WORK EXPOSURE

Intern- DILG Provincial Office, ORG Compound, Cotabato City

Administrative Assistant March 2017- April 2017

- Encoding, Filing and Recording documents. Bank Reconciliation and other Financial Records.

Samera Store- Labungan Datu Odin Sinsuat, Maguindanao Philippines

Store Operator January 2011- April 2016

- Maintain efficient records of stocks inventory levels, ensuring sufficient weekly product replenishment.
- Served on average 20 customers per day answering inquiries, implementing strategic upsell and managing payment.
- Audit income and expenses through daily cash reconciliation and collection of credit payments.

SKILLS

- Computer-literate.
- Strong interpersonal skills and communication skills.
- Highly trustworthy, Discreet and ethical.
- Dedicated and hardworking.

EDUCATION

Cotabato City State Polytechnic College, Philippines — *BSBA Human Resource Development Management.*

May 17, 2017

REFERENCE

Michaela McCartney- The Nail Spa Dubai Manager

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