

SHAIRA KAI HIZON

Sales Representative | Receptionist

Focused and professional skilled in working under pressure, building relationship identify customers needs and adapting to new situations and challenges.



Personal Info

+971 56 6098614

skhizon@gmail.com

Al Majaz 1, Sharjah, UAE



Experience

Retail Sales Representative | ASDIQA AL SAADA, TRADING LLC

Al Majaz, Sharjah UAE – October 2022 to December 2024



Skills

- Customer Service
- Excellent Communication
- Planning & Coordination
- Organization & Time Management
- Fast Learner



Education

Nueva Ecija University of
Science & Technology –
2015 to 2019

**Bachelor of Science in
Business Administration**

*Major in Marketing
Management*

- Strong communication, negotiation and interpersonal skills.
- Greet customers and ascertain what each other customer wants and need.
- Providing excellent customer service and resolving product queries.
- Compute sales prices, operated cash register and processed customer transactions accurately.
- Maintain business relationship with current customers and prospective customers.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchange and security practices.
- Recommend, select and help locate or obtain merchandise based on customers needs.
- Arrange and organized all the items and maintaining cleanliness of the store.
- Prepare reports daily, weekly, and monthly basis as required.
- Anticipate the needs of others in order to ensure their positive experience.



SOROSORO IBABA Development Cooperative | Community Coordinator

Talavera Nueva Ecija, Philippines – November 2020 to August 2022

- Good service provider.
- Make the report on time.
- Receiving payment from the client.
- Sorting documents and other related papers.
- Receives quires and complains of the clients.
- Perform loan inquiries, including explaining all the details.
- Prepare documents of the clients releasing of the loan.
- Acknowledging and resolving customer complaints.
- Ensure customer satisfaction and provide professional customer support.



SANFORD MARKETING CORPOTATION | Customer Assistant

Talavera Nueva Ecija, Philippines – May 2020 to October 2020

- Good service provider.
- Receiving stock.
- Receives quires and complains of the clients.
- Sorting documents and other related papers.
- Making report at some time.
- Perform other duties as required by the management.