

Geronimo S. Santos
Suleiman building room 111, al sad Doha, Qatar
+97470079157



To: The Human Resources Manager

Dear Sir/Ma'am,

This letter is to introduce myself and to let you know of my interest in becoming a part of your company. The enclosed resume will furnish you with information concerning my overall employment background, training, education and skills. My work abilities are backed up with experiences and knowledge. I assure you that I can successfully fulfill any obligations requiring of any responsibility upon your company.

In each of my previous job experiences, I have performed my assignments with a high degree of skill and professionalism. My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth.

I believe in excellence and have always dedicated myself, my talents and my creative abilities to assure the successful accomplishment of any company goals. My positive attitude and willingness to give more than 100% makes me a valuable asset to any organization that would employ me. I am confident that my skills will be an asset and have a favorable impact in your organization.

I look forward to hearing from you in the near future and hopefully to join and learn more about your company. It's goals and plans and how I may be able to contribute to its continued success and growth.

I am hereby forwarding you my comprehensive curriculum vitae outlining my educational and professional background experiences.

Thank you in advance.

Sincerely yours,

Geronimo s.santos
Applicant

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Enclosure: Resume

Geronimo S.Santos

Suleiman building room 111
Assad. Doha, QATAR
Contact No: +97470079157
E-mail add: gerom_santos@yahoo.com



Qualification Summary

- Knowledge on Electronics gadget, Computers, Tablet, Mobiles, Mp3, TV's, Home appliance Projector, Networking products Routers and other accessories for I.T. and Audio & Video products.
- Working with under pressure...
- Good verbal and written communication skills.
- Ability to work on own initiative or as part of the team.
- Ability to work with a minimum supervision.
- Knowledge on Microsoft Words, Excel and PowerPoint
- Knowledge in Adobe Photoshop

EMPLOYMENT HISTORY

Merchandiser / Promoter

October 10, 2010 –up to Present

Almuftah trading cont.co.

P.O.Box. 875, Doha, Qatar

TEL: 44446868 fax no: 44446160

Responsibilities.

- Demonstrate and explain products, methods, or services in order to persuade customers to purchase products or utilize services.
- Identify interested and qualified customers in order to provide them additional information about the product.
- Checking and analyzing the sales of the product
- Answer the customer's questions about the product.
- Sell products being promoted, and keep records of sales.
- Making inventory reports and sends to responsible person in the company.

Sales Associate

PANASONIC PHILIPPINES

July 27, 2006–October 10, 2010

Taytay, Rizal

Responsibilities.

- **Provided accurate product information**
- **Making inventory report**
- **Sell products being promoted**
- **Serve multiple customers, discovered their needs, and made recommendation to generate sales**
- **Build and maintained internal and external customer satisfaction**

Sales Clerk / Stock Clerk

• Bankee trading Inc.

August 1, 2005–December 29, 2005

Quezon city, Philippines

Responsibilities.

- Good service and assisting the customers.
- Checking and refilling of stocks.
- Keep track of the number of items in storage and reorder items that are in short supply.
- Prevent production slowdowns or sales losses by making sure there are adequate supplies of merchandise or equipment on hand.
- Compare merchandise invoices to items actually received to ensure that shipments are correct

PERSONAL DETAILS

Birth date : February 25, 1982
Nationality : Filipino
Passport Number : EC5546534
Visa Status : Employment
Languages Known : English, Tagalog
Status : Married

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EDUCATIONAL BACKGROUND**College**

SAINT LOUIS COLLEGE TUGUEGARAO

Bachelor of Science in commerce

Years Attended: 1997-2001 (undergraduate)

Secondary

Rizal National High School

Years Attended: 1993-1997

Primary

Liwan East Elementary School

Years Attended: 1987-1993