

SYNGIE FALLER



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Doha, Qatar
Birthdate: July 18,1995

Education

Document Controller
Filipino Institute Doha Qatar
2019
Bachelor Science in
Computer Science
Laguna Science and Technology
College
2012-2016
Cosmetology & Basic Computer
Manpower Vocational
2013 -2015
Laguna Northwestern College
High School
2008-2012

Expertise

- Customer Service & Engagement
- Retail and Merchandising
- Upselling and Cross - Selling
- Cash Handling and POS System
- Document Control and Records Management
- Computer Proficiency (MS Office, Data Entry)
- Strong Communication skills
- Inventory Management

Profile

Hi, Im a friendly and hardworking person with almost 7 years of experience as a sales associate. I enjoy serving people and have studied computer skills. I am looking for any available position where I can contribute and grow.

Work Experience

Adidas Apparel Group

Sales Associate/Cashier - Qatar

- Assisted customers, presented products, and met sales target. Maintained store cleanliness and organized merchandise.
- Handled cash and card transactions accurately. Provided friendly customer service and maintained a balanced register.
- Restocked sports apparel and shoes, opened deliveries, refilled stock, steamed clothes, managed documents, and converted customers.

Riva Armada Group

Sales Associate -Qatar and Oman

- Assisted customers, steamed clothes, refilled merchandise, and kept the sales floor organized.
- Assisted customers with bag sizes, fashion heels, bags, and perfumes. Provided styling advice and monitored product displays.

Yamaha Motorcycle Phil.

- Assisted customers with motorcycle parts, explained product specs, and prepared sales documents.
- Processed motorcycle purchases through cash and installment, prepared customer contracts, and explained payment terms.
- Achieved target sales for motorcycles and provided excellent customer service.

KFC/PizzaHut/ Jollibee

- Handled orders and payments, served customers, and maintained cleanliness in a fast food setting.
- Studied while working part-time to support education and gain work experience.