



*Contact Nos.: +968 97219936  
Mawaleh South, Muscat, Sultanate of Oman*

## ***Arnel A. Lomtong***

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### ***Position Applying for: Sales Assistant***

#### **Objective**

To obtain a challenging position commensurate with my experience where I can successfully contributed.

I am able to adapt to a pressurized work environment. I enjoy new challenges and look forward to learn new skills. My previous work experience equipped me to work on my own initiative as well as being a good team player. I am an ambitious hard working career-minded individual with enthusiasm, drive and commitment to succeed in any job. I also welcome responsibility in my work and perform most effectively when under pressure. I take pride in successfully carrying out any project under taken and enjoy demonstrating my initiative.

#### **Work Experience**

### **Marks and Spencer (OMAN)**

#### ***Sales Assistant***

From 31<sup>st</sup> August 2015 to till date

#### **Job Responsibilities:**

- Provide a high standard of service to the customer
- Maximise sales through standard merchandising of stock to ensure store and business objectives are achieved.
- Ordering Deliver and maintain high standards of internal and external customer service.
- Make recommendation for the layout of the department.
- Maintain a detailed knowledge of the section merchandise, ensuring promotion and fast selling lines are featured.
- Take appropriate action to order and control stock using detailed commercial knowledge of the sales floor section.
- Maximise sales and minimise losses

#### **Main purpose of the job:**

- To accurate operation of the tell point and replenishment and maintenance of displays.

- To support the department manager in the efficient day-to-day operation of the sales floor.
- To monitor and control the activity boards to ensure the maximum level of customer service at all times.

### **Awards & Certificates**

- Service Champion of the M&S.
- Exceptional Customer Service on several occasions. M&S.
- Personal Leadership Programs.
- First Aid at Work Including CPR.
- Exceptional Efforts of the M&S.

**Educational Qualification:** Bachelor of Agricultural Technology  
Eastern Visayas State University,  
Burauen, Leyte, Philipines.  
2005 - 2008

### **Languages Spoken**

English : GOOD  
Tagalog : Mother tongue

### **Personal Details**

Nationality : Filipino  
Sex : MALE  
Date of birth : 25<sup>th</sup> May 1986  
Civil Status : Married  
Religion : Christian

***References available upon request***


*Dear Sir/Madam,*

*I am Mr. Arnel A. Lomtong would like to apply in your company, for further comprehensive appraisal of my qualification, please see my CV here to attach.*

*Considering my experience, I am confident that your company can provide me the exposure and knowledge in the field I am pursuing. I feel that I can match the demands required by your company. Should my qualifications merit your consideration, I shall be glad to discuss with you any further details you may require.*

*Hoping for a favourable response in this matter.*

*Yours Sincerely,*

A large, stylized handwritten signature in black ink, consisting of several loops and flourishes, positioned above a horizontal line.

**Mr. Arnel A. Lomtong**  
Applicant