

## Kronolojik CV-İngilizce

### NAME SURNAME

Address

Telephone

E-Mail

### Profile

An experienced sales person with strong selling and customer relation skills and proven organizational and managerial abilities.

### Employment History

September 2000 – present **Assistant Manager** XXX Office

- ✓ Responsible for supervising 3 members of staff, including staff rots, holidays, sickness.
- ✓ Communicating with customers regarding sales enquiries and complaints.
- ✓ Maintaining accurate stock records and re-ordering of items of stock.
- ✓ Dealing with cash payments and credit transactions.
- ✓ Cashing up and banking daily takings.

August 1998 – September 2000 **Sales Assistant** YYY Office

- ✓ Selling items of ladies clothing to customers.
- ✓ Designing and setting up shop floor displays.
- ✓ Handling payments made by cash, cheque and credit/debit cards.
- ✓ Dealing with customer enquiries.

May 1997 – April 1998 Part Time **Sales Assistant** ZZZ Office

- ✓ Selling men's and lady's shoes to customers and dealing with enquiries.
- ✓ Handling cash, credit card and cheque payments.

### Education & Training

2002 - Data-Tec Computer Training Ltd.

Computer Literacy and Information Technology - Stage 2

Microsoft Office User Specialist

1999 - St Mary's High School, Richmond

3 A Levels in English Literature, English Language and Art

5 O levels in Physics, English Language, Mathematics, English Literature and Art

### Interests and Pastimes

I am interested in computing and am constantly increasing my skills in this area. I enjoy horse riding, badminton and selling at car boot sales.

### References

Available upon request