

JERYLL S. MENDOZA

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Lord's Hotel Apartment, Al Riga Street, Al Muraqqabat, Dubai, UAE



PROFESSIONAL SUMMARY

Results-driven **Sales Representative** and **Customer Service Specialist** with over **5 years of experience** in retail, oil & gas, and service industries across the UAE and the Philippines. Strong background in customer engagement, visual merchandising, and team leadership. Recognized for delivering excellent customer service and achieving sales targets under pressure.

CORE SKILLS

- Sales and Customer Service Excellence
 - Team Leadership and Motivation
 - Visual Merchandising
 - Time Management & Prioritization
 - Problem Solving & Issue Resolution
 - Computer Literacy (POS, MS Office)
 - Working Effectively Under Pressure
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WORK EXPERIENCES

Sales Representative

Emirates National Oil Company (ENOC) – Dubai, UAE

April 2023 – June 2025

- Deliver excellent customer service, addressing inquiries and resolving issues efficiently.
- Consistently meet and exceed sales targets.
- Awarded **Customer Service Award (June & Nov 2023)**.

Sales Representative

Salem Oceanic Industries Corporation / Abenson Waltermart – Philippines

September 2020 – October 2021

- Promoted and sold consumer products in retail environment.
 - Built customer relationships and upsold products to meet sales goals.
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Sales Assistant

Wilcon Depot / Firefly Electric and Lighting Corporation (FELCO) – Sta. Rosa Laguna, Philippines
December 2016 – January 2018

- Assisted customers in product selection and purchases.
 - Handled inventory management and visual merchandising.
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Visual Merchandiser

SM City Sta. Rosa – Philippines
December 2015 – May 2016

- Designed and arranged visual displays to attract customers and increase sales.
 - Ensured consistent branding and product presentation.
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Sales Representative

Robinsons Handyman Inc. / Sicaba Export and Import Inc. – Cabuyao, Laguna, Philippines
October 2014 – April 2015

- Conducted in-store promotions and sales initiatives.
 - Provided after-sales service to maintain customer satisfaction.
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EDUCATION**Business Administration**


Safeway Health Care and Ambulance Management LLC – Dubai, UAE
August 2023 – January 2024 (Short Course Diploma Holder)

AWARDS & ACHIEVEMENTS

- **Customer Service Awardee** – ENOC, Dubai (June & November 2023)
 - **Leadership Awardee** – National Service Training Program, Philippines
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CHARACTER REFERENCES**Ms. Jasmin P. Areglado**

Teaching Assistant – Pristine Private School, Dubai

 054-520-7455

Mr. Jayson M. Eugenio

Unit Compliance Officer – Al Ansari Exchange LLC, Sharjah

 054-576-9617