



Leslie Lubota

Sale Advisor-Assistant administrative

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Languages

French

English

About

With years of experience in retail, I excel in customer service, sales, and inventory management across high street to luxury environments. Fluent in English with basic French, I'm adept at greeting customers, handling transactions, and maintaining store presentation, ready to bring my dynamic skills to your team.

BRANDS WORKED WITH

Angel Office

Beauty Shop

Cash Converters-Capital Cash

casino crown slots

Clothes Store

five pounds clothes

Experience

● Sale Advisor

Cash Converters-Capital Cash | Jan 2022 - Jan 2024

- Providing information about products.
- Greeting customers warmly.
- Packing products on shelves.
- Informing customers about sales/discounts.
- Communicating precisely with customers about goods/services.
- Updating customer information.
- Monitoring inventory.
- Operating cash register/scanner.

● Customer service

casino crown slots | Jan 2022 - Jan 2022

- Able to work in a fast-paced environment, Work under pressure.
- Required to have quick-thinking and reliable mental math skills when counting payouts.
- Greeted every guest with a warm inviting smile.
- Answered questions about game rules and casino policies.
- Interacting and provides excellent customer service to customers.
- Creates fun and enjoyable atmosphere for customers.
- Handled cash, chips and transactions smoothly, accurately and with integrity.
- Dealt and conducted the game in accordance with departmental procedures.
- Enforced rules of the game.
- Maintained the pace and productivity of the game with minimal disturbances and errors.

● Customer service

five pounds clothes | Jan 2021 - Jan 2021

- Provided excellent customer service at all times.
- Assisted customers with finding suitable products and checked availability.
- Maintained a friendly manner and calm, positive demeanour when handling complaints.
- Worked to ensure all individual and team targets were met.
- Gave customers the correct advice, and after understanding their needs, up-sold services and turned objections into sales opportunities.

● Retail assistant

Clothes Store | Jan 2018 - Jan 2018

- Reporting to the manager daily.
- Processing customer transactions.
- Welcoming staff and providing them with advice on the store's products and services.
- Reminding customers about the store's promotions.
- Making sure that the shop floor was always in pristine condition with displays perfectly maintained.
- Ensuring the store's counter was always manned.
- Creating the shop window's displays.



● **Administrative assistant**

Angel Office | Jan 2017 - Jan 2017

- Doing administrative and clerical tasks (such as scanning or printing)
- Preparing and editing letters, reports, memos, and emails
- Running errands to the post office or supply store
- Arranging meetings, appointments, and executive travel
- Answering phone calls and taking messages
- Maintaining folders on servers
- Recording meeting minutes
- Tracking petty cash
- Covering reception



● **Sales assistant**

Beauty Shop | Jan 2014

- Ordered and managed stock; stocked shelves
- Served and assisted customers on checkouts
- Answered the phone and helped with queries/complaints, remaining professional at all times
- Helped train new members of staff.
- Worked on tasting stalls.