



Career Objective:

An enthusiastic self-starter with strong leadership and communication skills, proven academic and curricular achievements, and possesses the right technical and soft skills required to propel the organization achieving its goals and objectives.

Address:

Flat 112 Building 405 Road 713
Block 307 Al Gudaibiya, Kingdom
of Bahrain

Birthday:

08 February 1991

Nationality:

Filipino

Civil Status:

Single

Education:

Advanced Diploma in Business Information Technology

Informatics International College
ICITE Bldg. Orchard Rd; Eastwood,
Bagumbayan, Quezon City Philippines
2007 – 2010

Skills and Trainings:

Customer Service Training

Leadership Training

Visual Merchandising Training

Time Management Training

Microsoft Office Programs

Adobe Photoshop

Excellent communication skills

Strong interpersonal skills

Detailed Oriented

Time management skills

Team Player

Can Work under Pressure

Creative and Resourceful

Good Sense of Humor

Fast Learner

Attentive

Detail-oriented

Work Experiences

Sales Representative

November 2018 – February 2020

SARA (Saudi Arabia Agencies) Group

Villeroy & Boch Bahrain

- Inventory Management
- Sales Analysis
- Visual Merchandising
- Monitoring Daily, Weekly, Monthly, Quarterly and Yearly target.

Senior Store Manager

July 11, 2014 – February 09, 2018

Giordano Philippines

Selling Area

- Oversee the store personnel's posting responsibilities
- Oversee the store's Visual Merchandising (Window display and Window Guidelines)
- Making sure that store personnel are on brief with regard to their sales performance (Daily, Weekly and Monthly)
- Making sure that the personnel knows the proper handling of customer complaint
- Up selling/ Selling-up monitoring for staff

Counter Operations

- Oversee the smooth daily transactions (Cash/Debit/Credit)
- Oversee the proper transaction of counter personnel (Cash Count/Cash Register Key/Employee Number/Employee Code)

Inventory Management (Stockroom Operations)

- Oversee the work of Stock Custodian
- Updating In and Out of Merchandise Stockroom Inventory
- Oversee the staff's merchandise counting notebook
- Oversee the issuances, replenishments and transfers of merchandise from warehouse via delivery to store and shop to shop transfer transactions.
- Oversee the tallying of merchandise on daily basis to avoid discrepancies and overage of stocks versus system's count.
- ❖ Already handled up to 25 personnel (Sale Events, Flag ship Store and Small to Big Shop branch assignment)
- ❖ Monitoring staff's ATTENDANCE, ATTITUDE and PERFORMANCE)
- ❖ Responsible of training newly hired sales staff and newly hired Store Manager Trainees
- ❖ Responsible in general day to day transactions within the shop and the mall
- ❖ Doing mall updates and sales reports / presentations on a weekly / monthly / and every quarter of the year for Business Review and for the sales performance on the shop I was assigned.
- ❖ Maintaining the 80/20 Rule

Officer – In - Charge

February 2013 – May 2014

REMIDIA Graphics and Designs Philippines

- Designing using Adobe Photoshop
- Oversee the production
- Oversee the day to day transactions

Senior Sales Representative

May 2012 – October 2012

All Purpose Appliances and Multi-Products Inc. (PANASONIC) SM MEGAMALL PHILIPPINES

- Selling small kitchen merchandise
- Maintaining sales growth
- Inventory Management

On – The – Job Training

August 2019

Computer Technician

Netopia Internet Café (Back Office) Araneta Center Philippines