

**SUMMARY:**

* Profile: Male, 35 yrs. old
* Nationality: Filipino
* Current Location: Dubai, UAE
* Current Position: Assistant Store Manager / Store In-charge
* Degree: Management Information System

**PROFESSIONAL PROFILE:**

Passionate and experienced senior sales associate with years of valuable experience in sales, and supervising store operations with the ability to adapt in a fast-paced work environment and handling multiple priorities.

**CORE COMPETENCIES:**

\* Strategic sales and marketing \* Product strategy

\* Store styling and innovation concepts \* Supervisory skills

\* Effective Communication \* Reports and administration

\* Excellent Interpersonal Skills \* Drive for result

**WORK EXPERIENCE:**

*Assistant Store Manager/Store In-charge*

*September 2015 - Present*

* Follow up shop team through conducting daily meeting to discuss sales achievement vs. target and distribute roles to reach objectives.
* Train new and old team by delivering training sessions; reviewing job results and learning needs, developing and implementing new product training.
* Manage all inter shops transfers and communicate properly to area manager.
* Set targets for team daily/weekly/monthly.
* Motivate team to achieve their individual and store targets, and determine top and low performers.
* Analyze shop and brand performance and take necessary action with approval from area manager.
* Support all marketing activities.
* Promotes teamwork and handle team grievances and disciplines.
* Demonstrate six steps with outstanding customer service and be a role model for team.
* Conduct and maintains accurate inventory.
* Ensure stock availability and stock safety. (cabinet and stockroom)
* Plans, coordinates, and executes all sales promotions in a timely manner and ensure pricing and displays are correct at all times.
* Ensure all financial and banking work is completed accurately.
* Maintains store-level compliance with company standards of safety, security, facility maintenance at all times.

**West L.A. LLC / West L.A. Shop**

*Assistant Store Manager / Visual Merchandiser*

*@ Sunset Mall*

*June 2014 – August 2015*

* Customer Service, identify customer potential needs and use initiatives to meet customer needs.
* Ensuring, building and maintaining customer database.
* Stock Management, receiving goods and ensure stock control and proper record of all stock movements.
* Supervise the replenishment process to avoid any over stocks or shortage.
* Preparing for inventory.
* Coordinate with the back office, warehouse, marketing and merchandizing team regards of new launches.
* Follow up on different issues with mall management such as mall promotion, permits and security.
* Maintain high standards of visual merchandising, housekeeping in term of cleanness, display, lighting and stock rotation. Conduct daily walk through to check presentation standards.
* Preparing schedule to ensure full coverage of the shop floor and maintain grooming standards of the staff.
* Manage, engage and delegate the responsibilities of the team.
* Conduct the appraisal and assessment of the team members.
* Responsible for coaching and training my team members.
* Preparing weekly feedbacks on the sell thru to figure the slow moving and fast moving items.

**Allied Enterprises LLC / Dsquared2 Shop**

*Store Supervisor*

*@ Dubai Mall*

*September 2012 – May 2014*

* Presenting the product or service in a structured professional way.
* Listening to customer requirements and presenting appropriately to make a sale.
* Making repeat sales to existing customers.
* Managing the stock room neatly and accordingly.
* Receiving and sending returns.
* Knowledgeable on POS, Navision and Oracle program.
* Attending team meeting and sharing best practice with colleagues.
* Demonstrated aptitude for problem solving in determining solutions for customers.
* Fulfill other duties and responsibilities as assigned.

**U.A.E. Trading / Rodeo Drive**

*Senior Sales Associate / Store Stylist*

*@ Dubai Mall*

*April 2011 – June 2012*

* Maximizing store revenue by attending to clientele’s needs and requests
* Up selling and encourage customers to patronize the product.
* Monitor all the product merchandise.
* Supervised display and physical arrangement of merchandise.
* Floor coverage flexibility & dependability with schedules including some nights and weekends.

**Diesel Store**

*Store Supervisor / Denim Expert*

*@ Burjuman Centre,*

*March 2008 – March 2011*

* Assist and supports the Store Manager and supervise the shop and the staff including weekly feedbacks and staff schedule.
* Meet or exceed sales and new account goals.
* Responsible for denim outsource per season.
* Responsible for inventory, signing and receiving all the items delivered.
* Handling petty cash and Cashiering.

**OTHER WORK EXPERIENCE:**

**Receptionist**

**October 2005 – November 2006**

Edsa Plaza Hotel

Manila, Philippines

**Data Entry Clerk**

**November 2003 – May 2004**

Equitable Bank, Philippines

Manila, Philippines

**Sales Representative**

**December 2002 – July 2003**

Nike Park ground flr.

Robinsons Galleria, Ortigas Philippines

**Sales Supervisor**

**June 2001 – August 2002**

Lacoste Boutique Podium

4 Flr. Midland Buendia Bldg.

Makati City Philippines

Consistent Top seller

**EDUCATION:**

**Management Information System** (Undergraduate)

PHILIPPINE SCHOOL OF BUSINESS ADMINISTRATION

*March 2005*

*Manila, Philippines*

**CERTIFICATES:**

* **The Philippine National Red Cross (Manila Chapter) Seminar on :**
	+ - * First Aid Course
			* Fire Fighting and Prevention
			* Adult CPR Course
* **Seminar on Developing Effective Supervision…The Key to Quality Productivity**

by National Management and Research Center at Dusit Hotel, Manila, Philippines

* **Product Training Per Season Collection from September 2008 to January 2011**

by Uranio Overseas Bureau Trading. ( Diesel Brand )

* **Denim Specialist Training**

by Uranio Overseas Bureau Trading (Diesel Brand)

* **Induction Training Program ( Level 1 ) September 2012**

by Allied Enterprises LLC

* **EDEXCEL LEVEL 2 DIPLOMA in Retail Skills ( QCF ) March to December 2013**

by Chalhoub Retail Academy

* **FOSSIL Group Brands Workshop**

March 22, 2016

* **Ferre Milano Timepiece Training**

March 26, 2016

* **Smalto Timepiece Training**

March 26, 2016

* **Police, Cerruti 1881 and Gant watches brand, product, technical and operational Training conducted**

by SWISS Watch Group last April 4, 2016

* **Casio G-Shock Timepiece Training**

July 12, 2016

**Job Seeker Name LOUIE / CV No: 840126**



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