MABEL

Career Objective

To acquire employment where I can utilize my experience,

to ensure that the highest quality of service is delivered to

every customer, the ability to meet company goals and

to be able to apply my strong willingness to work with people.

WORK EXPERIENCE

**Store In-Charge** - Gourmet Foods January 10, 2011 – present

Finer Things Fine Food Merchant, UAE

\*A division of Truebell Marketing LLC, Retail & Food Service

Barracuda Beach Resort

Umm Al Quwain

JOB DESCRIPTION

In - charge of the general operations of the store. Making sure:

* It runs smoothly & clearly
* It meets any budget or sales goals
* Store is stocked
* Store is clean & in proper working order
* Coordinates with & report to senior management in the company
* Ensure compliance to all regulations regarding imports and relaying them to suppliers

JOB SKILLS & REQUIREMENTS

* Speaking & Writing: have good both verbal & written communication skills.
* Customer Service Skills: handling customer queries & complains.
* Decision Making Skills: ability to make hard & fast decisions.
* Leadership Skills: having a good working relationship with colleagues.
* Math & Budgeting
* Time Management
* Wide knowledge in Microsoft Offices

RESPONSIBILITIES

* Make purchase order, purchase returns
* Create/ Modify new item codes in the system
* In Put: Codes

Item Description

Quantity

Price

Expiry Dates

* Compute cost to selling price
* Monitor sales, stocks, inventory, price change
* Place Orders
* Communicate/ Exchange emails with suppliers
* Liaising with colleagues & other department for the progress of incoming delivery’s
* Identifying potential suppliers/ products/ brands
* Maintaining good working relationship with suppliers/ clients.
* Meeting with suppliers.
* Maintain stock, supplies and inventories.
* Process payments and operate Electronic Cash Registers
* Handling cash transaction
* Receive payment by cash/ credit cards
* Replenishing empty shelves
* Checking barcodes, expiry dates
* Dusting, cleaning the shelves
* Window display decorating
* Approach & assist customers

Personal Attributes

* honest and trustworthy
* respectful
* flexible
* demonstrate sound work ethics

EVENTS/ SEMINARS ATTENDED

* 2016 Gulfood

World Trade Center

21 – 25 February 2016

* 30August2015

B2B Meetings Event, South African F&B

Shangri La Hotel Dubai

* 2015 Gulfood

World Trade Center, UAE

February 2015

* 2014 Gulfood

World Trade Center, UAE

February 2014

* Italian Cuisine World Summit

November 2013

PAST WORK EXPERIENCE

Informatics College - Marketing Manager June 2007 – November 2011

Laoag City, Ilocos Norte

Philippines

* Preparing, planning and managing the publication of all publicity material to maximize brand promotion.
* Creating marketing campaigns.
* Evaluating effectiveness of all marketing activity.

Personal Details

Mabel Gay Miguel

Umm Al Quwain, United Arab Emirates

Filipino

Bachelor’s Degree Graduate – Saint Jude College, Manila

**Job Seeker First Name / CV No: 1713396**

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