**

**MARIAN**

*C/o-Mobile No.: +971505891826*

*Email Add*: [marian.312909@2freemail.com](mailto:marian.312909@2freemail.com)

**Personal Data:**

**Date of Birth:**31 Aug. 1985

**Gender:** Female

**Marital Status:**Single

**Citizenship:**Filipino

**Religion**: Roman Catholic

**Visa Status:**

Residence Visa

**Educational Attainment:**

**Tertiary**

**Bachelor of Science in Business Administration**

**Major in Business Management**

**Colegio de San Juan de Letran**

**Manila, Philippines**

**(June 2004 – March 2009)**

**Bachelor of Arts in Communication in Arts**

**(June 2003- March 2004)**

**Secondary & Elementary**

**Mary Cause of Our Joy Catholic School**

**(June 1993 – March 2003)**

**OBJECTIVE**

A forward thinking, hardworking and dynamic Manager who will ensure that what has to be done is done effectively and efficiently within the constraints of budget and time. I am the type of person who gets a kick out of going above and beyond the call of duty and has the proven leadership skills along with the necessary tenacity needed to get the most demanding of jobs done. I am born negotiator who can successfully talk through disagreements between highly entrenched parties. Right now I am looking for an opportunity to build a career with a company that has a friendly, flexible working environment where I can learn, develop and thrive

**WORK RELATED EXPERIENCE**

**Shoemart International,  
Landmark Tower, Dubai Marina, Dubai  
P.O Box 25030,United Arab Emirates**

**Oct. 2015 – Sept 31, 2016**

**Store In-charge**

**(Kurt Geiger Yas Mall, Abu Dhabi)**

Job Description:

* Responsible for weekly schedule for all team member
* Daily handover of sales
* Handling and managing petty cash.
* Monthly payroll and overtime send to area managers for approval.
* Organizing and filing of file according to each category.
* Stock management as per brand requirements
* Visual merchandising per brand standards.
* Managing sales team performance (daily, weekly & monthly basis.)
* Team management (evaluation)
* Updating and managing stores target and KPI (daily, weekly and monthly basis).

**Liwa Trading Enterprises,**

**Liwa Tower, 7th Floor, Capital Gate,**

**ADNEC area, PO Box 45326, Abu Dhabi, UAE**

**April 2010 – April 26, 2015**

**Store In-charge**

**(Disney Fashion Dubai Mall)**

Job Description:

* Responsible for weekly schedule of all staff.
* Over all daily cash sale counting and deposit for 11 stores.
* Handling petty cash and other expense of the 5 stores in Dubai mall.
* Monthly payroll and overtime send to area managers.
* Organizing, filing& maintaining of file according to each category.
* Reading and sending email.
* Managing the selling area by category, stock room per style
* Visual merchandising the walls, tables and stand weekly.
* Managing team sales performance (weekly & monthly basis.)
* Motivating and encouraging team member.
* Managing stores target and KPI (ATU, ATV, SC)

**Qualities and Skills:**

**▪** Manpower Supervision

**▪** Multi tasks punctual

**▪** MS office skills/ERP

▪ Excellent in communication skills both verbal and written

▪ Strong analytical problem solving and organizational skills

▪ Self-reliant and willing to initiate towards work

**▪** Compassionate and hardworking

▪ Broad and open-minded

**Trainings and Seminars:**

**Suyen Corporation, Inc.**

**Pasay City, Metro Manila, Philippines**

**May 2009 – May 2010**

**Store Supervisor (La Senza Global City),**

Job Description:

* Managing stock as per brand requirements
* Responsible for team management.
* Responsible for achieving for monthly target.
* Visual merchandising as per brand standards.
* Team managements and evaluation.
* Responsible for annual Stock count.

**A-Z Direct Marketing, Inc.**

**Mandaluyong City, Philippines**

**February2008 – April2008**

**Student Internship**

Job Description:

* Filling documents,
* Arranging documents according to purchases, suppliers, accounts payables, agents, salary and etc…

**CX Food Enterprise, Inc**

**Cubao Quezon City, Philippines**

**Oct. 2007 – Dec. 2007**

**Admin Assistant**

Job Description:

* Reconciliation of acts payable.
* Collecting officer
* Updates on sales and purchase of each store.
* Organizing and maintaining documents according to its files

**CX Food Enterprise, Inc**

**Cubao Quezon City, Philippines**

**May 2007 – Oct. 2007**

**Barrista**

Job Description:

* Making fresh brewed coffee,
* Cleaning and preparing all the things needed in opening and closing the store,
* Assist customer on their needs,
* Daily inventory and updating daily sales.

*Sworn and declared that all information stated above is true and correct.*

**MARIAN**

Applicant