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|  **Joseph** **Joseph.332955@2freemail.com** 03rd of Sept. 1982, Philippines  |

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**Work in stable company where my skills and potentials would be developed to provide valuable contributions to the company. I am looking for a career that is both challenging and rewarded.**

**EMPLOYMENT DETAILS:**

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| --- | --- |
| **COMPANY**:CARAMEL CENTER LLC | **ADDRESS:** BOTANICA TOWER, JBR DUBAI MARINA |
| **JOB TITLE**: CASHIER/MERCHANDISER | APRIL 2013 TO MARCH 2016 |

**OVERALL RESPONSIBILITY FOR THE COMPANY:**

* Smile and greet the customer.
* Checking daily cash account.
* Guiding and solving queries of customer.
* Providing training and assistance to new joined cashier.
* Maintaining monthly, weekly, daily report of transactions.
* Removing any expired or damaged product.
* Replacing product.
* Meeting with the store managers for reordering product.

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| --- | --- |
| **COMPANY**: ALMARAI COMPANY LTD. | **ADDRESS:** P.O. BOX 8524 RIYADH 11492 K.S.A. |
| **JOB TITLE**: STOREKEEPER/MERCHANDISER | APRIL 05, 2011 TO APRIL 06, 2013 |
|  |  |

**OVERALL RESPONSIBILITY FOR THE COMPANY:**

* To exercise general control over all activities in stores department.
* To ensure safe keeping both as to quality and quantity of materials.
* To maintain proper records.
* To initiate purchase requisitions for the replacement of stock of all regular stores items.
* To check and receive purchased materials forwarded by the receiving department.
* To reserved particular material for a specific job when so required.
* Analyzing past sales figures/trends to anticipate future product needs.
* Devising a merchandise plan using the above techniques.
* Relaying the merchandise plan to buyer who in turn can decide on what products, styles, etc.
* Devising a contract for the suppliers including quality control, accuracy and flexibility.
* Allocating certain amounts of stock to each outlet throughout the season.
* Monitor stock movement consider markdowns inter-branchtransfer promotions.

**ACADEMIC BACKGROUND:**

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| --- | --- | --- |
| Tertiary Education: | West bay college | Year 2003 – 2004 |
| Marine engineering |  |  |
| Secondary Education: | San Pablo City National High School | Year 1999 – 2000 |
| Primary Education: | San VicenteElementary School | Year 1995 – 1996 |
|  |  |  |

**PERSONAL PARTICULARS**

|  |  |  |
| --- | --- | --- |
| Nationality | Filipino |  |
| Gender | Male |  |
| Marital status | Married |  |
| Height | 5’4” |  |
| Weight | 110lbs |  |
| Language/Dialects |  English/Basic Arabic |  |
| Visa status |  Visit visa |  |

**SKILLS:**

* A flexible who enjoys learning new skills and quickly adapts organizational changes
* Can work as a part or a team or alone
* Ability to manage multiple task simultaneously
* Confident attitude with active approach to work
* Able to prioritize individual workloads according to deadlines
* Willing to long work accustomed hours
* Good moral
* Computer Literate
* Driving

 I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.