**Ethel Ann Araman Perido – CV NO: 2012922**

**Al Rigga, Deira, Dubai UAE**

Summary of Qualifications:

• 10 years proven sales experience in food industry and hospitality

• In depth knowledge of maintaining store supplies and related inventory

• Well versed in data entry procedures and practices

• Computer – MS Office Suite, Office Management Software

Training and Seminars:

**FOOD AND BEVERAGES SERVICE NC II**

**Certificate No.**

Jacobo Z. Gonzales Memorial School of Arts and Trade- TESDA

Brgy. Patero, Binan City, Laguna, Philippines

October 2013- Dec 2013

**ICDL (INTERNATIONAL COMPUTER DRIVING LICENSE) BATCH-8**

Filipino Association for Computer Excellence (FACE)

Dubai, United Arab Emirates

February – May 2009

**PIC 3 TSI Quality Service Person in- Charge Training**

Food Hygiene Training Award

Hygeia Food Safety Consultant

Certification Number : TSI-QS-PIC-PL307543

Validation: August 3, 2015 – August 2, 2020

Special Skills:

• Strong interpersonal and communication skills

• Can do attitude and ability to think outside the box

• High attention to detail

• Able to stand for extended periods of time

• Good time management skills

• Excellent telephone etiquettes

• Knowledge of customer services practices

• Problem Solving & Decision Quality: Able to use rigorous logic and methods to solve problems with effective solutions

• Influencing and Negotiation: Can present ideas and directions that lead others to action

• Planning and Priority Setting: Demonstrate an ability to set objectives and goals and organize work appropriately to meet and exceed goals .Possess strong organizational and time management skills

Professional Experience:

(March 20, 2014- Present)

Dubai Marina, Dubai UAE

**Store Manager**

* Reports directly to the Operation Manager/Area Manager.
* Monitor activities of subordinates to ensure the smooth operation and productions of the shop.
* Provide trainings and briefings for the staff to ensure the proper implementation of each task in accordance to the company’s standard procedure.
* Consistently creates a welcoming environment for the customer by greeting and assisting; as well as quickly responding to customer inquiries and needs.
* Demonstrates desired behaviors for staff including driving sales, handling difficult and/or complicated sales, cash management, inventory, and follow-up with customers.
* Utilizes company tools to diagnose opportunities and develops action plans to improve performance.
* Forecasts/reforecast business, focusing on productivity to meet sales goals.
* Ensures company standards are met for store and associate appearance at all times.
* Prioritizes, plans, and adjusts schedules as necessary to maximize sales.
* Plans, coordinates, and executes all Merchandise Calendar direction, campaigns, and sales promotions in a timely manner.
* Responsible for controlling inventory stock levels and reordering as necessary within budget.
* Enforces all company policies and procedures, including health, safety, and security.

**The Lounge Café LLC** (July 2012- June 30, 2013)

Galleries Bldg. 2, Jebel Ali Downtown, Dubai UAE

**Store Manager**

* Over all in- charge of the operations both internal and external aspects of the shop operations, accounts, sales, marketing, staff training and manpower.
* Reports directly to the General Manager.
* Implement marketing and sales plans of the store.
* Direct and supervise all activities of store personnel.
* Help the customers with their demands, suggestions and complaints.
* Communicate with the administrator concerning the sales, employees and other related matters.
* Assist other store personnel to accomplish sales targets.
* Distribute day-by-day tasks and orders to employees.
* Manage Petty cash reports , LPO’s, Invoices.
* Manage the stock inventory and stocks ordering.

**Coffee Planet FZ-LLC Bean & Byte Coffee** (March 2010- 2012)

Dubai Internet City, Dubai, UAE

**STORE IN-CHARGE**

* Prepares LPO’s and purchasing documents for suppliers.
* Communicates with every sales personnel and suppliers.
* Provides good relationship between the supplier and the company.
* Provide assistance to the customers at all times.
* Monitor every transactions and tract check invoice.
* Prepares daily cash reports and invoice transactions.
* Prepares the weekly stock inventory and daily sales report.
* Prepares documents for corporate accounts and verify transactions.
* Monitor every transactions and tract check invoice.
* Does daily cash and invoice transactions.
* Prepares orders and purchasing documents for client.
* Communicates with every sales personnel and purchase items.
* Provides good relationship between the supplier and the company.

**Bakemart LLC** (October 2005-April 2009)

Dubai Internet City, Dubai, UAE

**STORE COORDINATOR/STORE IN- CHARGE**

* Promotes good relationship between staff and management.
* Handles cash transactions and sales reports.
* Responsible in ordering and controlling of all stocks.
* Gives instructions for each store in-charge.
* Prepares the monthly stock inventory and sales report.
* Does the standard sales operations and ensures customer satisfactions.
* Receives and file invoices and record daily transaction report.
* Conducts training for the new staff and give orientation about the company policies.
* Receives calls and fax administrative documents.
* Maintain a high standard of customer service
* Provides training for the new employees regarding the flow of operations, product familiarization and company policies.

**Fujitsu Die- Tech Manufacturing Corporation(**August 1998- March 2003)

Laguna Industrial Park, Binan, Laguna, Philippines

**ASSISTANT QUALITY CONTROLLER/ADMINISTRATIVE ASSISTANT**

* Reports directly to the Operation Manager and Director of Operations.
* Proactively implementing and maintaining office and administrative procedure to improve operation efficiency.
* Handling all suppliers records and ensuring supply levels are updated and maintained at all times.
* Maintain sales record and PO’s of all suppliers and distributors.
* Coordinate with the Production Team to make sure the releasing documents are completed prior to the given date of dispatch.
* Coordinate with the Logistic Team regarding the Shipping schedules.
* Prepare the monthly Dispatched Reports for each production.
* Make sure that the Production Team follows the SOP’s of each product maintenance and Quality as per the company’s standard.

Educational Background:

**Bachelor of Science in Computer Science**

AMA Computer College, Makati City, Philippines

1994-1997

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| **Ethel Ann Perido – 2012922**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |