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| **Janice**  [**Janice.343906@2freemail.com**](mailto:Janice.343906@2freemail.com)  **Store Manager** |

**Objectives:** To work in an organization that provides an opportunity to gain acquaintance and experience. Wish to optimally utilize my potential and add value to the organization.

***Abilities and Skills:***

* 6 years experienced as a role of Store Manager – Implementing and applying Disciplinary training, HR process and procedure, loss & prevention training, planning and organization, performance management, results through others, has a leadership and motivation, commercial decision making, understanding competencies and the job family framework.
* Visual Merchandising skills- Window Design, wall configuration and floor lay out in store
* 4 years as Sale Associates
* 1 year Front desk receptionist and secretary and admin task
* 4 years as a cash controller, cashier and customer service
* Considerable knowledge of office methods and procedures, to include filing and record keeping
* Computer Literate- Microsoft Word, Excel, Power point, Open office org. and Internet
* Speak clearly, concisely and effectively, listen to and understand information and Ideas as presented verbally
* Deals with people in a manner with sensitivity, tact and professionalism

**Experience**

**August 01, 2014- December 04, 2016**

**Store Manager**

**Abdullah Al Othaim, Retail, Dubai, UAE**

***Duties and Responsibilities***

* Ensure customer focus is prioritized
* Implement and review all stock loss prevention control and develop practices specific need of store
* Manage a team including; coaching, motivation, development, plan feedback and training
* Assist implement store lay-out, visual merchandizing, stock and fixture positioning according to brand guidelines
* Assist in management of stock replenishment, product launches and promotions
* Driving sales by setting target ATV and IPC to achieve business plan Target monthly, quarterly and yearly.

**July 01, 2012- July 15, 2014**

**Store Manager**

**Kamal Osman Jamjoom EST, Retail, Dubai, UAE**

***Duties and Responsibilities***

* Ensure customer focus is prioritized
* Implement and review all stock loss prevention control and develop practices specific need of store
* Manage a team including; coaching, motivation, development, plan feedback and training
* Assist implement store lay-out, visual merchandizing, stock and fixture positioning according to brand guidelines
* Assist in management of stock replenishment, product launches and promotions
* Driving sales by setting target ATV and IPC to achieve business plan Target monthly, quarterly and yearly.

**March 10, 2010- June 16, 2012**

**Store Manager**

**M.H. Alshaya Co., Retail, Dubai, UAE**

***Duties and Responsibilities***

* Ensure customer focus is prioritized
* Implement and review all stock loss prevention control and develop practices specific need of store
* Manage a team including; coaching, motivation, development, plan feedback and training
* Assist implement store lay-out, visual merchandizing, stock and fixture positioning according to brand guidelines
* Assist in management of stock replenishment, product launches and promotions
* Driving sales by setting target ATV and IPC to achieve business plan Target monthly, quarterly and yearly.

**May 19, 2006- December 25, 2009**

**Sales Assistant**

**Toshkana Trading LLC, Retail, Dubai, UAE**

***Duties and Responsibilities***

* Attends customers and sell the assigned items to achieve maximum sales.
* Provide the customers with the best service and attentive to comply with the high standard of customer service set by the organization to attract them for repeat sales.
* Provide feedback to the Store Manager on customer profile, choice and requirements for effective planning.
* Keep the stock assigned in sound condition and as per records so as to minimize shortages or discrepancies.
* Keeps the product displays appealing, to attract customers and induce purchases.

**January 7, 2002 –April 15, 2006**

**Cash Controller/Cashier**

**Max Restaurant, F & B, Manila, Philippines**

***Duties and Responsibilities***

* Data encoder ( Annual Audit and monthly report)
* Prepare daily, weekly and monthly cash report
* Check purchase order with invoice base on quantity and price
* In charge of cash/card payment of the customer
* Attends customer needs

**Certificates**

**November 14, 2011- April 6, 2012**

**Grow with Us Store Manager Training Programme**

**M.H. Alshaya Co.**

**Education**

**B.S. Electronics Communication Engineering**