**ricardo**

**Sharjah, UAE**

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| **objective** | | | | |
|  | | | A highly competent, capable and resourceful individual with excellent 7 years of total experience in UAE. Self-motivated, enthusiastic and with a can-do positive attitude and has a strong interpersonal and organizational skills. Looking for a career advancement opportunity with a company that will challenge my skills and allow me to further develop my personality. | |
| **skills** | | | | |
|  | | 1. Comprehensive knowledge in Retailigence and ERP-Navision System and knowledgeable in WMS System. 2. Intermediate EXCEL Skills using VLOOKUP, PivotTable, Subtotal, Conditional Formatting and Text to Columns, Etc. 3. Excellent analytical skills that help identify problems and seek solutions promptly. 4. Ability to adapt a new system and learn knowledge and technique as needed. | | |
| **Career Experience** | | | | |
|  | May 2017 – November 2017  **Merchandising Executive Boutique1 Group LLC Middle East**   1. Calculate and liaise with Buyers to ensure the correct mark-up of prices are aligned with Boutique1 standard such as Geo-Pricing (AED/LBP/GBP/EUR/USD) across all markets including London and Beirut. 2. Generate reports such as stores sell-thru/SOH/KPI and Summary for prices to check if there are any inconsistency between the Base-price vs. Geo-price and make an action should incase prices does not matched. 3. Support the Team by cross checking the PO was uploaded correctly and make an action lest necessary. 4. Liaise to Brand/Supplier for EAN/UPC/GTIN code and ensuring it is correctly matched on the order merchandise and uploads in the system accordingly. 5. Received the Order confirmation with Brand/Supplier and ensure the orders are matched with the Buying sheet provided by the Buyer and coordinate to Logistic Team to arrange the shipment (package details/Invoices/indicate if Delivered duty paid (DDP) or Ex Works (EXW)) of the merchandise once it is confirmed and advised by the management. 6. Liaise with Brand/Supplier, Store and Finance to compile list of all relevant documents for reconciliation of consignment goods that needs to be returned to Supplier. 7. Maintains relationship with colleagues (Store Managers and Staff Employees) by visiting the stores once in a while and answering their questions; respond to special request; describing product features/promotions/competitors/etc. 8. Prepare and update the carry-over and markdown items provided by the line Manager and submitted to IT Dept. for further changes and inform the Store once done.   March 2012 – March 2017 **RSH LLC Middle East**  **MIS Coordinator**   1. Maintain and Generate reports daily that allow the company to get the information on daily business activities such as Variance and Checklist, including negative stocks, sales report, freestocks, pending P.O’s and T.O’s, and movement of the products. 2. Supporting the Brand Manager’s and other Team by creating new data for the latest products, such as Style-code, Item-code, Description, Barcode and all other important details of the item. 3. Responsible for making Purchase Order (P.O.) of the newly shipment items and ensuring that the information between the Invoices and P.O’s are matched to proceed with Good Receiving Note (GRN) to all the stores in UAE including KSA, KUWAIT, QATAR and BAHRAIN. 4. Attend and providing assistance composed of small team across all our shops in U.A.E. by conducting twice a year stock-taking through physical verification of the quantities and condition of items. 5. Update season-code, barcode, price list, and other details as per carry-over, sale period and other events based on the instruction given. 6. Allocate/Replenish the products to respective Stores by using Retailigence System as per the delivery date and other information. 7. Dispatch the item through system-wise and send a file in the store for their copy. 8. Handling phone calls, emails for any Stores matter and evaluate problems that arise by conducting a thorough analysis and employing strategies for solution. 9. Support the stores by providing sales data, market trends, forecasts, account analysis, new product information; relaying customer services requests.   September 2010 – Feb 2012 **RSH LLC Middle East**  **Sales Associate/Inventory Controller**  Side Duties: Cashier   1. Ensure that every customer who steps in through the company’s door leaves a happy person. 2. Offer excellent customer service by giving them detailed information about the product. 3. Provide help to customers by offering advice whenever necessary. 4. Resolve issues and complaints from customers by providing them with appropriate information. 5. Receives, unpacked; re-stock items as necessary; label shelves. 6. Monitor and maintain current stock level and comparing the quantities of items to stock-record. 7. Examine items for defects, wear or damage and reports the information to assigned Superior. | | | |
| **Education** | | | | |
|  | | | | 2004 – 2006 System Technology Institute Makati City, Philippines   * Bachelor of Science in Computer Science   2000 – 2004 Southeastern College (High-School/Secondary) Pasay City, Philippines |
| **Personal Data** | | | | |
|  | | | | Nationality : Filipino  Status : Single  Visa Status : Employment  Driving License: UAE Valid |

I hereby certify that the above statements are true and correct to the best of my knowledge. Reference available upon request.