**JAY**

Email: [jay.353153@2freemail.com](mailto:jay.353153@2freemail.com)

**OBJECTIVE:**

Seeking for any available position where my experience in the retail world is utilized for customer convenience.

**SKILLS:**

MS Word, Excel and Internet Navigation

Driving

Issued Date: 05/03/2013

Expiry Date: 05/03/2023

**WORK EXPERIENCE:**

***Merchandiser***

**MHE Enterprises LLC**

Dubai, UAE

November 30 2015 till present

* Covering the outlets as per route plan by the company management
* Checking the quantities of goods on display and in stock
* Ordering products in a systematic way to avoid out of stock
* Checking expiry dates of items and take actions as soon as possible to avoid problem in the outlets
* Reviewing own sales performance, aiming to meet and exceed targets required by the management
* Receiving the delivery and display on time by following the FIFO rules
* Creating good relationship with the manager and staff on all outlets
* Recording sales and order information and sending LPO copies to the sales office and entering figures into the computer system
* Attending team meeting and sharing best practice with colleagues
* Sending information and report on every outlet’s superior.

***Merchandiser***

**National Trading and Developing Est**.

Dubai, UAE

October 10, 2013 to July 07, 2015

* Covering the outlets as per route plan specified by the company management
* Acting as a contact between the company and its existing and potential markets
* Negotiating on price, costs, delivery and specifications with buyers and managers
* Liaising with customers to check the progress of existing orders
* Checking the quantities of goods on display and in stock
* Recording sales and order information and sending copies to the sales office and entering figures into the computer system
* Reviewing own sales performance, aiming to meet and exceed targets
* Feeding future buying trends back to employer
* Attending team meeting and sharing best practice with colleagues

***Stocker***

**Carrefour Mall of the Emirates**

Dubai, UAE

November 13, 2009 – August 2013

* Primary responsible for orders, also assist in merchandising, inventory control and promotional activities
* Provide exceptional standard or customer care
* Develop ongoing customer relationship, enhancing future sales
* Assists client’s needs and recommend appropriate products or modifications
* Perform attractive display whenever there is promotion or event
* Maintain availability of all products
* Prepare all local purchase order
* Requisition of merchandise from supplier based on available space, merchandise on hand, customer demand or advertised specials
* Ensure good facing of all products to increase visibility and sales
* Coordinate with line supervisor and manager at all time
* Monitoring slow sellers and taking actions to reduce price or set promotions that are approved by the superiors as necessary

***Machine Operator and Quality Control***

**CMC Magnetic Corporation**

Taiwan, Republic of China

July 15, 2005 – July 30, 2009

* Perform repetitive jobs on machines
* Monitor machines constantly
* Operate the machine controls system in varying parameters
* Operate multiple machines simultaneously
* Enter number of items produced by the machine every hour or in a shift

**EDUCATIONAL BACKGROUND:**

***Computer and Electronics Technician***

Polytechnic University of the Philippines

2000-2003

***Secondary School***

Villamor High School

Sta.Ana, Manila, Philippines

1996-2000

**PERSONAL INFORMATION:**

Sex Male

Height 5’7”

Weight 78 kg

Nationality Filipino

Date of Birth 28 September 1981

Civil Status Single

Languages Tagalog, English (Oral and Written)

Visa Status Residence Visa

**CHARACTER REFERENCE:**

Available upon request.

I hereby certify that the above information is true and correct to the best of my knowledge.