

***NOEL***

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* *Position Applied For: Retail Manager / Store Manager*

*WORK HISTORY*

***Name of Company : Boroko Food World***

***Position : Front End Manager***

***Period Covered ; Dec .25, 2011 – 30 March 2016***

***Country : Papua New Guinea ( Port Moresby )***

***Duties and Responsibilities:***

*Prepare all the cash registered and all swiping machine in front and prepare the cash flow every counter.*

* *Study the sales of the store compared for last year sales and the overhead expenses*
* *Prepare the store for inventory or stock taking. Make the inventory plan*
* *Assist the customer complain and swiping cards and Check transaction in front*
* *Conducts the training of the cashier in front end and monitor the stock level in the selling area.*
* ***Maintains proper loss prevention standards, reviewing cash handling procedures, voids, discounts etc. deposits and safe procedures.***

***Name of Company : United Warehouse Company***

***Position : Warehouse Supervisor***

***Period Covered : July 30, 2009 – August 2010***

***Country : Jeddah K. S. A.***

***Duties and Responsibilities:***

* *Handling 85 Personnel in the night shift. In charge for all 4 warehouse in the night*
* *Give all Request by the clients on time*
* *Managed the inbound and out bound procedures*
* *Managed the encoding of items in the systems (WMS )*
* *Make Incident and accident report to be submitted to General Manager*
* *Make the activities report and email to General Manager*

***Name of Company : Ever Supermarket***

***Position Held : Supermarket Manager***

***Period Covered : May 17, 2008 - July 2, 2008***

***Country : Philippines***

*Duties and Responsibilities*

* *Manage the daily store operation like ordering. Store sales and the staffs.*
* *Assist the customer complain and make and implement the store policies approved by*

*The Top management*

* *Monitor the stock level in the selling area.*
* *Using the SAP (system Application product.)*

***Name of Company  :  Triple J Payless Supermarket Division***

***Position Title              :   Store Manager***

***Period Covered         :   December 30, 2004 to February 14, 2008***

***Country                       :   Micronesia, Marshall Island***

*Duties and Responsibilities:*

* *Safeguards and protects the security of the branch and its employees.*
* *Makes flow schedules and assigns specific tasks to subordinates.*
* *Establishes rapport with companies that transacts business with the store*
* *Entertains customers complain and ensure that such complains are   addressed properly*
* *Attends to the daily operations of the store and sees to it that problems are solved*
* *Conducts monthly and weekly meetings with the subordinates*
* *Issues memorandum to erring employees*
* *Conducts counseling to subordinates*
* *Maintains proper stock arrangement and ensures the cleanliness of the store*
* *Multi task Manager like in computer and Maintenance of the store  /Security/deposit/Back- up*

***Name of Company : Rustan’s Super Center***

***Position Title                : Department Store Supervisor***

***Period Covered         :  June 2001 – November 25, 2002***

***Country                      : Manila Philippines***

*Duties and Responsibilities:*

* *Ensures adherence of subordinates to the company rules and regulations.*
* *Monitors the activities of the subordinates making sure that their tasks is performed*
* *Ensure that all stock has been displayed clean and neat in the selling area.*
* *Sort out the clothing materials for display in selling area.*
* *Handling the sales associated and making flow working schedule.*
* *In charge of housekeeping in Department Store.*
* *Attends customer complain or needs in the selling area*

***Name of Company  :  Sultan Center LCC***

***Position Title             :   Store Supervisor***

***Period Covered         :  February 1999-March 2001***

***Country                                 :  Oman***

*Duties and Responsibilities:*

* *Implements store memorandum handed down by the management to the store*
* *Makes weekly flow schedule of supermarket personnel*
* *Ensures enough merchandise at the selling area such as end cup and shelves display/Floor Display*
* *Checks and receives merchandise delivery to the store*

***Name of Company :  Al-Kaidan Advanced Marketing***

***Position Title                :   Sales Supervisor***

***Period Covered             :  March 1994 – 1998***

***Country                        :  Kingdom of Saudi Arabia***

*Duties and Responsibilities:*

* *Pushes sales quota set by the merchandising department*
* *Conducts pep talks to subordinates to ensure good sales*
* *Gives feedback to the merchandising department on the movement of the stocks*
* *Establishes good customer relations  (especially regular customers) by giving*
* *Promotional items duly approved by the management for disposal*
* *Informs the department managers on merchandise needed by the customer’s*

***Name of Company  :  Arabian Food Supply***

***Position Title                :   Store Merchandiser***

***Period Covered           : 1992-1994***

***Country                         : Jeddah Kingdom of Saudi Arabia***

*Duties and Responsibilities:*

* *Responsible for the merchandise display on the shelves*
* *Monitors expiration of perishable goods*
* *Conducts inventory of merchandise*
* *Ensure Cleanliness and Orderly of Displayed Merchandise*

***1983 – 1991 Worked as a private Investigator***

***1980-1983 working Student at plaza fair Department and Supermarket Store***

*Training Seminar Attended:*

*Assertive Negotiation Skills from March 15- 30, 1988*

*Conducted by Man smith and Fielders Inc.*

*Military Reserved Officer Course from March 1983- June 1983*

*Commissioned Officer from Armed Forces of the Philippines*

*Skills:*

* *Driving*
* *Computer Literate*
* *Excel / Power Point / E- Mailing*
* *Know how to operate Fax Machine / Inventory Scanner*
* *Plus knowledge in store Inventory Plan*

*Educational Attainment*

*College Philippine College of Criminology (Pccr)*

*Course B.S. Criminology Graduate*

*Date 1979- 1983*

*Personal Data:*

*Civil Status Married with two kids*

*Religion Christian*