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| **Name** | **: Reymon**  |
| **Email** | : reymon-393172@2freemail.com  |
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| **OBJECTIVE** |  | **: To be able to have a position that fit’s my qualifications, to use my skills and experience to be able to** |
| **contribute success to the company and help achieve its goal.** |

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| **WORK EXPERIENCE:** |  |
| **Position** | **: Retail Sales Executive (DU Postpaid)** |
| **From-To** | **: October 2018 - March 2019** |

**DUTIES AND RESPONSIBILITIES:**

**Sells products by establishing contact and developing relationships with prospects. Maintains relationships with client by providing support, information and guidance.**

**Identifies product improvements or new product by remaining on current industry trend and, market activities Prepares daily sales reports and summarizing information.**

**Maintaining quality service by establishing and enforcing organization standards. Contributes to team effort by accomplishing related results as needed.**

**Educate customers on how products or services can benefit them financially or professionally.**

**Monitor company’s industry competitors, new products and market condition to understand customer’s needs. Conduct calls and face to face meetings with customer daily.**

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| **WORK EXPERIENCE:** |  |
| **Position** | **: Area Supervisor** |
| **From-To** | **: April 2013 - January 2018** |

**DUTIES AND RESPONSIBILITIES:**

* **Data and sales analysis.**

**Manage staff schedules and outlets.**

**Perform product set up in supermarket to be followed by staff according to supermarkets planogram.**

**Submit monthly DTR (daily time record) of staff for them get salary.**

**Perform daily store visits to supermarket as for itinerary to ensure staff follows product merchandising principles.**

**Staff recruitment.**

**Manage stock inventory to ensure minimal stock lost and wastage.**

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| **WORK EXPERIENCE:** |  |
| **Position** | **: Store manager** |
| **From-To** | **: January 2010 – January 2013** |

**DUTIES AND RESPONSIBILITIES:**

* **Responsible for daily store operations.**

**Make staff schedule as per store requirement.**

**Deal with suppliers both local and imports.**

**Submit daily sales report to the company owner.**

**Analyze sales and come up with ideas to improve sales such as promotion and discounts.**

* **Monitor market movement and competitors.**

**Ensure proper store set up and product availability.**

**Oversee monthly inventory to address aging, lost and wastage's on stocks.**

**WORK EXPERIENCE:**

**Position**

**: Supervisor**

**From**

**: June 2005 – October 2009**

**DUTIES AND RESPONSIBILITIES:**

* **To ensure that staffs understand follows and achieve responsibilities laid out in the job description.**
* **To manage the team in a mature, professional and emphatic manner which encourages team building and efficiency.**
* **To be able to communicate the team’s views etc. effectively to the management.**
* **To be able to delegate work in a professional manner.**
* **To liase with the management and carry out making of orders, (local, foreign and warehouse) LPO’s.**
* **To be able to read and interpret orders, wastage, sales and other financial data, and inform store manager regarding any relevant information on same.**
* **To judge daily and weekly orders and to be able to predict and forecast figures based on daily rate of sale and weekly rate of sale.**
* **To schedule staff fairly and accordingly to business demands.**
* **To maintain constant layout and design of the displays in order to make the store more attractive and increase sales.**
* **To be aware of the competition – their products, display and prices – and to take relevant actions if and where necessary in conjunction with the store manager.**
* **To set an example when serving customers of all customs and nationalities and to be aware of the cultural differences within the UAE and to assist customers accordingly.**
* **To attend to a customer’s enquires and complaints in a professional and helpful manner.**

**EDUCATIONAL BACKGROUND:**

**SECONDARY**

**School : Paranaque National High School**

**Other Skills:**

* **Cashiering**
* **Backdoor receiving**
* **merchandising**

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**Signature**