**JOHN**

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**CAREER OBJECTIVE:**

To utilize my knowledge and skills in contributing towards personality and career enhancement as well as expanding business opportunities, with the chance to advance to a management role in future. To be able to deliver excellent results required for the position in the company by being an efficient employee with experience in customer service, warehousing and receiving processes and administrative works in business cycle procedure.

**SUMMARY OF QUALIFICATION:**

* Proficient in Microsoft Office applications(MS Word, MS Power Point, MS excel), MS Outlook)
* Knowledgeable in AutoCad 2D
* Customer relationship management skills and basic cashiering.
* Knowledgeable in POS (Point of Sales), EFT (Electronic Fund Transfer), SAP

(System Application and Product) and eFRS (Electronic Food Retail System).

* Proven record of reliability and responsibility.
* Remain calm and professional throughout critical incidents.
* Relate well to people from a variety of cultures.
* Hardworking and energetic, flexible and adapts easily to change of environment and

work schedule.

* Personable with a positive attitude.
* Efficient multi-tasking, adaptable to learn new processes, concepts.

**PROFESSIONAL EXPERIENCE:**

**CARREFOUR MARKET Dubai (Majid AlFutaim Hypermarkets LLC)**

**Receiving/Business Cycle and Non food Sales Supervisor**

May 28, 2013 – Present

**As a Receiving**

* Controlled receiving and distribution of merchandise to different department to aasure inventory accuracy interface with suppliers and accounting
* Maintains a personnel structure and staffing level to accomplish the warehouse and receiving mission in an effective and efficient manner.
* Plans and coordinates work, trains and motivates, monitors and evaluates performance of warehouse and receiving associates; ensures their ability to handle their task as per the company SOP’s and policy.
* Resolves discrepancies with accounting regarding invoices, packing slips, and receiving reports.
* Monitors the flow of paperwork from receiving to inventory control for timely data entry. Oversees the movement of merchandise from receiving to the warehouse in an efficient, effective and safe manner until it was displayed by each concern department in selling area.
* Properly inputs received Items/Products into computer using GIMA logali system and forwards proper documentation to Accounts Payable.
* Preparing Stock transfer IN & OUT documents to any branches of Carrefour.
* Segregation of waste and items to be return for supplier
* Schedules all inbound deliveries and Preparing LPO’s(Local Purchase Order) for the store.
* Maintain the work area and equipment in a clean and orderly condition and follow prescribed Hygiene regulations.

**As a Bussiness Cycle**

* Manage and prepare report for the Labeling survey result of the store
* Ensure all the promotion and regular prices in the selling area.
* Preparing LPO’s for direct suppliers, Booking of Import orders and DC orders according to the store assortment.
* Prepare and monitor weekly waste report for manager ensuring to meet or should below budget
* Monitoring stores stock depreciation, daily sales report, zero stock items
* Preparing action plan for store manager related to the department
* As duty in-charge of the store-witness and signatory of bank deposits, cashiers loan and change supply,refund and safe deposit witnesss
* Answering all related Email’s to the department.

**As a Non-food Sales**

* Direct coordinating to all store suppliers to maintain full display in the store item assortment
* Implementing display according to the companies planogram
* Preparing booking orders and decoration for special events e.g Valentines, Halloween and Christmas
* Organizing the staff schedule to accommodate all the shifts required for store operation
* Responsible for Improving and creating action plan for sales reference to history, Margin and Shrinkage that are in line with the budget.
* Inventor/Cycle Count management and planning.

**SSMI (Super Shopping Market Inc.) Hypermarket**

**Fairview Quezon City, Philippines**

July 2011 – May 10, 2013

**RDU Assistant(Receiving and Dispatching Unit)**

* Responsible for checking the quantity and quality of all the suppliers’ delivery for the store.
* Preparing RTV (Return to Vendor) and wastage documents.
* Supervise and maintain the cleanliness of the warehouse for easy withdrawal of stocks.

**EDUCATIONAL BACKGROUND:**

Highest education: **Bachelor of Science in Information Technology**

STI College Fairview Quezon City, Philippines

May 2011 (Graduate)

**Personal Data:**

Date of Birth : 22 May 1990

Age : 27 years old

Nationality : Filipino

Gender : Male

Height : 5’8’

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

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John

**Applicant**