

**MARITES**

Email:marites.381044@2freemail.com

**AREAS OF INTEREST**

Audit / Compliance Management, Retail Standard Management

#### EDUCATION

**Bulacan State University**

 Malolos Bulacan, Philippines

###  B.S., Elementary Education (March 2004)

 **Major in Home Economics & Technology**

**WORK-RELATED EXPERIENCE**

 **Retail Standard Staff**

 **Puregold Price Club Inc.**

 **(June 2016 – April 2018)**

900 D. Romualdez Street Paco Manila, Philippines

 **Job Description and Duties**

* To validate the execution of the retail standard.
* Ensure that all approved retail standard are updated and properly disseminated to all concerned personnel.
* To monitor, audit if stores are well complied.
* To consolidate the retail standard report.
* Checking of supplier’s delivery.
* Ensure that all promo packs will be properly displayed.
* Ensure that all price signage and promos are installed properly.

**Merchandising Staff**

**Puregold Price Club Inc.**

**(August 2008 – March 2015)**

Mc Arthur High way Bulihan, Malolos Bulacan, Philipines

 **Job Description and duties**

* Stocked and rotated products regularly
* Recommended, selected and helped locate merchandise based on customer needs and desires.
* Accurately logged all daily shipping and receiving orders.
* Communicated all merchandise needs or issues to appropriate manager.
* Organized store by returning all merchandise to its proper place and keeping floors clean.
* Completed Monthly inventory counts

**SKILLS AND ABILITY**

Communication

Attention to Details

**Business Awareness**

Customer Service

Proficient in Microsoft Office (Word, Excel, and PowerPoint)

**PERSONAL DATA**

Date of Birth : August 11, 1981

Civil Status : Marr

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Citizenship : Filipino

Visa Status : Visit Visa

Expected Salary : Negotiable

Availability : Immediate