Alvin A. Drin

Disimuray Cauayan Isabela

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**Career Objective:**

To obtain challenging position with an opportunity to integrate and exercise any general skills of what I am capable of and to be compensated fairly enough to sustain my well being.

**Computer Literacy:** Proficient user of Microsoft Office, Lotus 123, Lotus Word Pro, Blogger.

**Desired Position:** Any Position that may be suited my capabilities.

**Employment History:**

 **Store Manager**

Talavera Group of Companies/Talavera Hypermart

November 16, 2016 – August 07, 2017

**Job Profile and Description**

Handles the overall management of the selling area process and personnel resources.

 **Duties and Responsibilities**

Continuous enhancement of operation process in the selling area such as:

* Conduct daily briefing/pep talk to subordinates before and after closing.
* Checks and monitor stock movement availability.
* Supervise corporate refiller and in-house merchandiser in disposal of their duties and function.
* Supervise corporate refiller and in-house merchandiser in proper displaying of merchandise in the selling area (if the merchandise is properly tag, in good condition, and in orderly arrangement).
* Ascertain stock requirements for the day and re-check/review/approve corporate refiller P.O.
* Provide guidance on in-house merchandiser on proper shelves management.

**Implement constant feedback on performance initiatives such as:**

* Check the cleanliness and orderliness of the selling area.
* Check the schedule of all personnel including corporate refiller, ie: Lunch break or coffee break.
* Check if personnel are in proper uniform and wearing the company I.D. at all times.
* Monitor individual productivity thru P.O. requested.
* Check if all the duties and responsibilities of subordinates are properly observe.
* Perform other duties as required.

**Accountability**

* Ensure minimal count of B.O. (bad order) items in the selling area.
* Ensure proper scheduling and monitoring of subordinates in performing their duties and responsibilities.
* Ensure all complaints from shopper are being addressed and solve accordingly.
* Loses due to non-performance compliance of state duties and responsibilities.
* Customer complaints arising from unsatisfactory work, a negligence in attending my duties.
* Loses and damages of equipment due to negligence and carelessness.

**Competencies**

**Professionalism**: Demonstrate in dept knowledge of all aspect of selling area management. Advice operation manager on all events that may transpire regarding selling area operation. Inform the operation manager if there is a new policy wishes to introduce and discuss its substance and relevance. Prepare reports and briefing notes on issues related to the selling area operation.

**Leadership**: Proven supervisory ability and technical leadership with the ability to establish and maintain effective working relations both as team member and team leader.

**Planning and Organizing**: Ability to establish priorities and to plan coordinate and monitor own work plan and the work plan of those under his/her supervision. Development of clean goal consistent with agreed strategies, identifications and adjustment of priorities, allocation of appropriate amount of time and resources, risk and contingency planning; monitoring and follow-up.

**Communication:** Strong communication (spoken, written, and presentation) skills, including ability to depend and explain difficult issues and position to staff.

**Managing Performance:** Strong supervisory skills, ability to establish priorities plan and encourage performance, and coordinate and monitor work of others maintain productive partnership with clients.

**Teamwork:** Excellent interpersonal skills and ability to establish and maintain effective working relations in diverse environment.

**Commitment to Continuous Learning:** Willingness to learn to keep abreast of new system in the field of retail service industry especially in the selling area.

**Selling Area Supervisor**

 Talavera Group of Companies/Talavera Hypermart

 December 12, 2013- November 15, 2016

**Job Profile and Description**

* Maintain and utilize strong interpersonal skill with both customer and my co-worker to facilitate positive customer relationship and pro-active problem solving.
* Manage retail operation such as merchandisers, including cashier, and employee working in their assigned task.
* Ensure that the price tags are correct and properly characterized/Columned with the items.
* Ensure that all “Gondolas” are clean and well organized and attractive to the customers.
* Ensure that all items/merchandise are floor ready to display and clean
* Check and monitored expired items or nearly expired items.
* Check proper complete uniform and proper grooming of all staff.
* Provide direct guidance to all merchandisers on proper shelves management.
* Enforce and implement the rules, regulation and policies of the store.
* Check and monitor the availability of all items specially in the selling area.
* Handle customer’s question, complaints and issues.
* Report all concerns and problem to my Store Manager.

**Sales Assistant**

 SM-Marilao Dept. Store/ Manila Southern Associates Inc.

 April 16, 2011-March 06, 2013

* + Team leader of selling area of our department
	+ Knowledgeable about sales plan, rate of sale, margin, sell through.
	+ Assist customers to satisfy their needs, wants and expectation, and suggest up selling and suggestive selling as well.
	+ Accountable on standard visual display of merchandise.

Accomplishment

* Service Awardees’ for more than 7-years
* Outstanding Appraisal
* Star Employee
* Perfect Attendance

Reason for leaving

 Resigned

**Inventory Assistant**

 SM-Marilao Dept. Store/ Manila Southern Associates Inc.

March 16, 2008-April 15, 2011

Job Description

* Team leader of warehouse personnel of our department
	+ Generates monitoring about damage merchandise, to return it to supplier immediately.
	+ Safe keeper of important documents.
	+ Encoder of new deliveries to the system of SM.
	+ Responsible for actual inventory to be compare in the system of SM.
	+ Generates weekly reports about for fast moving and slow moving merchandise to easily track the repeatable merchandise.
	+ Insist branch stock transfer if there is overstock merchandise.
	+ Checker of deliveries with discrepancy declared by the stock clerk.

Accomplishment

* Outstanding Appraisal
* Recognition for Providing The Ultimate Shopping Experience by Mayor Guillermo of Marilao Bulacan. (September 2009 and October 2009)
* Perfect Attendance

Reason for leaving

 Slided as Sales Assistant

**Stock Clerk**

SM-Marilao Dept. Store/ Manila Southern Associates Inc.

September 03, 2005-March 15, 2008

Job Description

* Ensure the stocks are properly arranged per color, size and stock keeping unit.
* Ensure damage merchandise, untagged items are located in designated area and properly labeled.
* Consistently checks delivered items are against documents and immediately report any discrepancy noted.
* Follow proper tagging guidelines per merchandise category.
* Ensure housekeeping of stock room.

Accomplishment

* Outstanding Appraisal
* Star Employee
* Perfect Attendance

Reason for leaving

 Promoted as Inventory Assistant

**Orientation/Seminar Attended:**

**Work Attitude and Values Enhancement Assertiveness**

SM-Marilao Training Room SM-Marilao Training Room

January 20, 2006 February 26, 2006

**Personality Enhancement Program Record Organization for Work Efficiency**

SM-Marilao Training Room SM-Marilao Training Room

August 18, 2007 August 24, 2008

**Selling Techniques for Achieving Result Quality Customer Service**

SM-Marilao Training Room SM-Marilao Training Room

April 27, 2008 August 11, 2008

**Customer Focused selling Customer Handling Skills**

SM-Marilao Training Room SM-Marilao Training Room

March 24, 2008 June 09, 2009

**Lakbay Karunungan Retail Customer Service Training**

Bangko Sentral, Senate, Coco-Palace KF Hall, Queen Jennifer Hotel

December 31, 2006 September 22, 2015

**Note: All certificates are available upon request**

**Educational Background:**

College : Saint Mary’s College of Meycauayan

 Bachelor of Science in Business Administration

 2006-2008

Secondary : San Jose Del Monte National High School

 San Jose Del Monte Bulacan

 2000-2003

Primary : Disimuray Elementary School

 DisimurayCauayan Isabela

 1995-1998

**Personal Information:**

Birth Date : March 06, 1985

Birth Place : Paliwas Obando Bulacan

Gender : Male

Civil Status : Single

Height : 5’7 ft.

Weight : 54 kgs

Civil Status : Single

Citizenship : Filipino

Religion : Iglesia Ni Cristo

Language : English, Tagalog,Ilocano

Person to be notified in case of emergency: Ms. Melissa Abad

Contact No. : 09261589757

**Character Reference:**

Ms. Ethel Ghee Maylon

HR-Manager/Talavera Group of Companies

Contact No. (652)-0088/(652)-9983

Ms. Eloisa L. Dulay

Branch Manager/SM-Marilao Dept. Store/ Manila Southern Associates Inc.

Contact No. (044)-711-0088

Mr. Dale Vincent Mactal

Branch Manager/SM-Marilao Dept. Store/ Manila Southern Associates Inc.

Contact No. (044)-711-0088

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

Alvin Drin