

## **JAYNOVER T. JIMENEZ**

**Address:** Unit Corona 2E Pacific Coast Residence

BF Homes Las Pinas City, Philippines

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**OBJECTIVE:** To be able to acquire a job in which my skills can be fully utilized to meet not only my personal goals but also my employer.

**EDUCATION:** Graduate of B.S. Industrial Engineering  
**October 26, 2001/ Adamson University**

### **RETAIL STORE MANAGER**

**July 18, 2011 – Oct 22,2020**

Sun and Sand Sports LLC.

Dubai, United Arab of Emirates

#### **Duties and Responsibilities:**

- Managed flagship sports retail store with the size of 2,000 sq. ft.
- Administered Mono retail store with the size of 500 sq. ft.
- Managed staff work delegation and weekly schedule.
- Executed and comply with all company policy and store procedures.
- Led by example, train, develop coach on product knowledge, selling skill, visual merchandising, and deliver the customer experience.
- Daily briefed to staff recap store performance, new company goal, and strategy, as well as new store procedure and performance target.
- Ensured an excellent level of customer service is a priority at all times by execute, achieve the customer experience consistently through regular assessment and coach.
- Implemented all visual merchandising standards, directives, promotion of the store.
- Perpetually improved conversion and KPI through daily sales performance.
- Eliminated stock loss through the implementation, adherence to SOP within all functional store teams and well communicated by support department.
- Maintained accurate record of all pricing, sales, and activity report.
- Monitored stock level to provide the customer requirements for the particular item.
- Meet or exceed profitability expectation for the store in sale conversion.

### **SALES COORDINATOR**

Samsung Electronics Ltd. (Nov 15,2009–Nov 16,2010)

Techno Blue WLL. Doha-Qatar

### **SALES STAFF**

Citymax Fashion Store (Nov 22,2006-Nov 30,2008)

Landmark Group LLC. Riyadh, Kingdom of Saudi Arabia

### **SALES STAFF**

Natasha Inc. Alabang, Philippines (June 13,2000-March 16,2006)

### **SERVICE CREW**

McDonald's Metrocor, Philippines (Jan 29, 1999-Jan 12,2000)

**AREA OF EXPERTISE:**

- Retail Store Operations
- P&L Management
- Customer Service
- Inventory Management
- Market and Competitor Analysis
- Merchandising Strategies
- Teambuilding/Training/Supervision

**PROFESSIONAL STRENGTHS:**

- Communication skills
- Highly motivate to achieve the best that I can.
- Lead by example
- Innovation and flair
- Outstanding work ethic, integrity, thoroughness and commitment to the company's goals.

**TRAINING AND LECTURES:**

- Interpersonal and communication (January 15-16,2019)
- Principles of people management (October 10-11,2018)
- Developing your people (September 9-10,2018)
- Performance and goal (April 10-11,2018)
- Columbia leadership summit (August 19 and 26, 2014)
- Fire, health and safety Training (March 2012)
- Loss prevention training (February 2012)
- Selling smarter training (July 2011)
- Meet and greet training (September 2011)
- Record management (February 2000); Total Quality Management (February 1999)

**PERSONAL DETAILS:**

**Passport No.: P5638743A**

**Nationality: Filipino**

**Civil Status: Married**