

Danilo P. Velasquez Jr.

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Desired Position: RETAIL STORE SUPERVISOR

Desired Salary: 35,000 usd per year

Desired Location: Canada

Travel Status: With valid Passport and fully vaccinated.

Objective:

To seek an opportunity that really helps me to motivate and enhance my capability to share ideas and develop an effective, efficient and productive work force of an organization. Combining with the willingness to learn and absorb new management ideas for my development.

Profile Statement:

I am highly motivated employee with strong background in retail/merchandising for almost 9 years from one of biggest shopping mall here in the Philippines. Have full knowledge and understanding in logistics, selling store operations, marketing executions and visual merchandising. Directly studies and focus to company's mission and vision.

Work Experiences:

Retail Supervisor

The SM Store, SM City Rosales
Rosales, Pangasinan Philippines
April 01, 2018 to Present

- PROMOTED, HANDLING TWO BRANCHES SINCE 2018.
- OVERSEE DAY-TO-DAY OPERATION: run the day-to-day activities of the department by taking care of back-end operations.
- COMMUNICATE INDIVIDUAL SALES TARGETS AND NEW PROMOTIONS: Inform selling team about individual sales targets, new offers and alert category merchandising manager of products/promo problems.
- MANAGE INVENTORY: Track current stock levels plus pending deliveries vs. Sales trend to alert category merchandising manager of possible stock outs and slow moving items.

•CHECK ITEMS FOR PULL-OUT:

Inspect items for transfer or RTV to ensure correctness of product type and quantity, process in MMS system and sign the required documents.

•MANAGE OPERATIONAL EXPENSE:

Manage the operating budget of the department by ordering the numbers of supplies, monitoring use and safekeeping extra items.

•ADMINISTER STAFF

Monitor attendance of sales clerks and stock clerks and manage absences by re-Assigning tasks to remaining staff (manage plantilla, leaves, issue violation report.

• BUILD CUSTOMER LOYALTY

Proactively seek customer interactions, build sustained relationships with top 100 customers & convert the ones with complaints into happy shoppers

• CHECK DISPLAY & FIXTURES

Explain display standards to sales clerks & regularly check if items are arranged properly, areas are clean & ask for repair or replacement of broken fixtures

• CHECK SALES STAFF

Make daily checks on team's knowledge (product, promos, store layout/services), look (uniform, posture, grooming), personality (greeting, spiels, no chatting)

Fixed Assets and Supplies Clerk

Meridien Business Leader, Inc.
SM City Rosales, Department Store
Rosales, Pangasinan Philippines
September 2014 – March 2018

Role and Responsibilities:

- Creating purchase order.
- Transact and release supplies to the concern departments.
- Allocating fixtures for the requesting department.
- Monitoring incoming and outgoing deliveries of supplies and fixtures.
- Maintain records of permanent accountabilities of department managers.
- Monitoring supplies for replenishment.
- Maintain a safety and clean work environment.
- Conduct a yearly physical inventory of supplies.
- Creating monthly reports:
 - Fabrication report.
 - Giftwrapping supplies consumption report.
 - Summary of fixed assets report.
- Conduct physical count of fixtures.
- Preparing documents of damage and beyond repair fixtures.
- Daily monitoring of E-mail and FAS Oracle System.
- Perform related task from time to time.

Receiving and Dispatching Clerk and Tagging Assistant

Meridien Business Leader, Inc.
SM City Rosales, Department Store
Rosales, Pangasinan Philippines
July 2013 – September 2014

Role and Responsibilities:

- Responsible in checking all incoming and outgoing deliveries.
- Making barcode or price tag requisition coming from selling department.
- Making a once-a-month barcode requisition report.

Educational Background:

Tertiary : Bachelor of Science in business administration
Major in Human Resource Development Management
University of Northern Philippines.
Vigan City, Ilocos Sur
Batch 2011

Technical Skill:

- Full knowledge in Microsoft Office.
- FAS Oracle System
- Merchandise Management System.
- Inventory Management.
- Receiving and Dispatching Processing.

Core Competencies:

- Organizational Skills
- Communication Skills
- Fast learner and hardworking
- Teamwork
- Proactive
- Attentive to details
- Good customer service in internal and external

I hereby certify that the content of this resume is true and correct to the best of my knowledge.

Danilo P. Velasquez Jr.
Applicant