

Jaime C. Gargueña Jr.

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Objective

To utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

Experience

- **Cavite Meats And Agri-Trading Inc. / AllDay Supermarket Shaw / Mandaluyong City, Philippines**
Butcher January 2023 - Present
 1. Cutting, grinding and preparing meats for sale.
 2. Cleaning and maintaining tools and equipment and ensuring displays and signage are accurate and attractive.
 3. Weighing, packaging, pricing, and displaying products.
 4. Keeping records, budgets, and inventory.
 5. Performing quality inspections on meats and other products.
 6. Negotiating and confirming orders with suppliers.
 7. Adhering to food safety and sanitation controls.
 8. Greeting and speaking to customers, providing advice, answering questions, and accepting orders or payments.
 9. Coordinating deliveries or order pickups.
- **HC Consumer Finance Philippines, Inc. / AllHome Appliances Shaw / Mandaluyong City, Philippines**
Sales Associate September 2017 - January 2023
 1. Actively selling and promoting HC products for retail clients at POS.
 2. Excellent familiarity with HC products. Continuous learning new products.
 3. Assist and guide customer to complete the application for consumer finance products in accordance with internal policies and procedures and provide professional services.
 4. Prepare clients documentation, collecting of information and working with the system.
 5. Take responsibility with risk arising on signed contract.
 6. Good cooperation with staff of POS, and good compliance with regulations of POS.
 7. Fulfill individual sales plan.
 8. Keep working place cleaned and fully function (table, IT).
 9. Preserve and protect the equipment supplied by the company.
 10. Keep good image of HC at POS.
 11. Working hours depends on POS.

- **Colerosh, Inc. / SM Marikina Department Store / Marikina City, Philippines** February 2006 - September 2017
Retail Sales Associate
 1. Greeting customers who enter the shop.
 2. Be involved in stock control and management.
 3. Assisting shoppers to find the goods and products they are looking for.
 4. Being responsible for processing cash and card payments.
 5. Stocking shelves with merchandise.
 6. Answering queries from customers.
 7. Reporting discrepancies and problems to the manager.
 8. Giving advice and guidance on product selection to customers.
 9. Balancing cash registers with receipts.
 10. Dealing with customer refunds.
 11. Keeping the store tidy and clean, this includes hovering and mopping.
 12. Responsible dealing with customer complaints.
 13. Working within established guidelines, particularly with brands.
 14. Attaching price tags to merchandise on the shop floor.
 15. Responsible for security within the store and being on the look out for shoplifters and fraudulent credit cards etc.
 16. Receiving and storing the delivery of large amounts of stock.
 17. Keeping up to date with special promotions and putting up displays.

Education

- **Saint Anthony's College**
Bachelor of Science in Computer Engineering 2004 (Undergraduate)
San Jose, Antique, Philippines
- **Polytechnic State College of Antique, Sibalom, Antique, Philippines**
High School 2000 to 2004
- **Sibalom Elementary School, Sibalom, Antique, Philippines**
Elementary 1994 to 2000

Skills

- Sales
- Team Building
- Problem Solving
- Decision Making

Certifications And Trainings

- Slaughtering Operations (Swine) NC II
D' Rising Sun Training Center Phils., Inc.
Marikina City, Philippines
November 09, 2021 - December 13, 2021