

# Oscarlita Iglopas Tiglao

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To be part of a dynamic organization that gives importance to their employees by providing them career growth and development.



## Work Experience

**STORE MANAGER** November 15, 2015 – Present

ROBINSONS HANDYMAN INC

Shaw Center Mall Branch - Mandaluyong City, Philippines

- Analyzing sales figures and forecasting future sales.
- Ensures that all personnel renders excellent customer service and good general housekeeping.
- Practices proper shrinkage control and proper visual standards.
- Responsible to organize special promotions, and events.
- I practice Kaizen Method to be more efficient and reduce waste, to streamline my operations and increase my revenue.

**NURSERY CARE CORPORATION** March 04, 2015 – July 31, 2015

- Responsible for market analysis, strategic store planning and control, merchandising management, and projection.
- Ensures development of promotions and other marketing programs of the assigned branch to achieve competence and continuous innovation.
- Responsible for the achievement of store sales and profitability targets, excellent customer service at all times and the initiation of competitive shopping/pricing; reviews merchandise movement for purchasing update.

**STORE MANAGER** December 06, 2010 – December 19, 2014

SAN-YANG INTERTRADE CORP.

HK Sun Plaza Macapagal, Pasay City, Philippines

- Responsible for accuracy and completeness of inventory. Orders new product when necessary, arrange items for delivery to customer unloading and organizing of display item and merchandising.
- Monitor and evaluate each employee's performance and allocate responsibilities as she sees fit.
- Orders supplies for the store and keep meticulous records, so every product is accounted for and
- Store remains within the budget.
- Responsible for weekly sales goals and objectives and implementing strategies.
- Work as a cashier when needed and change signage in the store to reflect any in store promotions.

**FLOOR SUPERVISOR** November 21, 2009 – December 10, 2010

ISETANN DEPARTMENT STORE

Carreido Sta. Cruz Manila, Philippines

- Over-all supervision of personnel assigned in the branch.
- Execution of merchandise display techniques that will boost sales and promote customer satisfaction.
- Close coordination with the Merchandising Division to ensure quality/adequacy of merchandise and timely delivery of stocks
- Monitoring and control of movements of stocks in his/her store.

## Qualification Skills

- Computer literate
- Knowledgeable in Windows applications such as MS Word, MS Excel, and MS Power point.
- Proficient in using office equipment like Typewriter (manual or electric) copier machines and facsimile.
- Hard working individual.
- Team player who always willing to learn new system and ideas.
- Problem solving and decision-making.
- Mentoring
- Forward planning and strategic thinking.

## Education

**TERTIARY**

1996 – 2000

Bachelor of Arts in Political Science  
Arellano University  
Legarda St, Manila

**SECONDARY**

1992 – 1996

Timoteo Paez High School  
Younger St, Balut Tondo, Manila

**PRIMARY**

1986 – 1992

Timoteo Paez Elementary School  
Younger St, Balut Tondo, Manila

## Work Experience

**STORE SUPERVISOR** **July 25, 2006 – November 13, 2007**  
FAMILY HEALTH & BEAUTY  
SM Moa Macapagal Pasay City, Philippines

- Assistant of the Store Manager.
- Responsible for overseeing, managing, and monitoring Store Activities.
- Responsible for providing operations support to the distribution channels and office administration.
- Responsible for processing of payments, issuing receipts, preparing cash receipts for bank.
- Deposit, preparing daily cash reports and related office administration function.
- Responsible the Shrinkages of the stores.
- Monitor the Near Expiry and Expired Products for both Beauty and drugs.
- Responsible for Training Needs of the newly Hired employees.

**ASSISTANT STORE MANAGER** **April 06, 2005 – May 16, 2006**  
INK FOR LESS

- Manage the stores and provide significant support to the sales and product marketing items.
- Conduct competitors and customers research to support product development, develop pricing policy.
- Effectively manage and track all calls and derive information that will provide support for product.
- Propose plans and program that will help build customers loyalty.
- And service enhancement.

**ASSISTANT STORE MANAGER** **December 9, 2002 – December 31, 2004**  
ANDING'S TOY'S INT'L INC.

- Attend to customers inquires, complaints or other concern issues timely.
- To provide value adding solution to any issues concern that may affect the business relationship we had to the customer daily.
- To assist the salesclerk in maintaining any pre and or post sales activities to satisfy customer needs at any given point in time.

**LEGAL SECRETARY** **February 17, 2001 – September 28, 2002**  
DOLLETE, BLANCO, EJERCITO & ASSOCIATES

- Attend and assist the witness in preparation of the preliminary investigation.
- Prepare demand letters, transmittal letters and others legal documents.
- Prepare the witness affidavit and manifestations.
- Record the date of hearing, confirm the attendances of the witness.

**PRODUCTION STAFF** **August 26, 2000 – January 25, 2001**  
SUGARLAND & BREVERAGE CORPORATION  
Navotas Manila, Philippines

- Prepare the inventory reports of products.
- Records the daily product output.

**SERVICE CREW** **February 19, 1999 – June 15, 2000**  
MC GEORGE FOOD INDUSTRIES INC.  
Ylaya Divisoria, Philippines

- Maintain the cleanliness and orderliness in the store.
- Prepare food and drinks of the customers.

## Personal Information

Date of Birth : 06 December 1979  
Place of Birth : Manila  
Nationality : Filipino  
Civil Status : Married  
Gender : Female  
Religion : Iglesia Ni Cristo

I hereby declare that the above information is true and correct to the best of my knowledge.

  
OSCARLITA IGLOPAS TIGLAO  
Applicant