

# JHONTZEN CHARLES E. LIM



## CONTACT

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## EDUCATION

**BUSINESS ECONOMICS •**  
APRIL 2014  
Bachelor of Science in Business  
Administration  
**Tarlac State University**

## KEY SKILLS

- Customer Service
- Office Management
- Scheduling Meetings
- Maintain Office Supplies
- Accuracy in Data Handling
- Proficiency in Microsoft Office Suite
- Presentation Skills
- Multitasking & Organizational Skills
- Administration Skill
- Leadership
- Adaptability
- Leadership

## LANGUAGES

- Tagalog  
Native Bilingual Proficiency
- English  
Professional Working Efficiency

## EXPERIENCED

**BRANCH MANAGER •** MAGIC STAR SUPERMARKET  
SEPTEMBER 10, 2020 TO OCTOBER 15, 2024  
CUT-CUT 1<sup>ST</sup> TARLAC CITY, PHILIPPINES

Oversee the daily coordination of merchandising activities. Include product displays, stock levels, and promotional setups. Ensure alignment with company standards and marketing strategies. Develop and manage schedules for merchandising staff and key personnel's to ensure adequate coverage and timely execution of task. Adjust schedules as needed to address business needs and staffing levels. Perform administrative duties such as preparing reports, maintaining inventory records and handling correspondence. Ensure all documentation and records are accurate and up to date. Conduct candidate initial Interview. Provide support in Warehouse as the receiving of deliveries. Provide support in posting of sales invoice, cost updating coordinated to purchasing department in Visual QuickPos Back Office System, Provide support for the entire check-out function such us void transactions, cash counts and regular online engagement with customers through online. Performance evaluation, career pathing, employee discipline and related matters.

**BRANCH OPERATIONS SUPERVISOR •** RED LOGO  
LIFESTYLE INC. (FASHION APPAREL)  
MARCH 15, 2017 TO SEPTEMBER 01, 2020  
NORTH EDSA QUEZON CITY, PHILIPPINES

Assist in the sales effort of the branch, including as sales associate, merchandising, displaying, monitoring of inventory, customer service(greet customers), work habits and professionalism conducive to an effective sales effort. Supervise the branch in the operations in the absence of the Branch Operations Manager. Direct custody and control of all cash records and assets. Assist with branch correspondence and resolution of customer complaints. Executed operation functions such as data entry, filing, copying, scanning, and uploading of documents. Uphold precise records for all office activities and transactions. Responded to emails, telephone calls and other correspondence. Maintain office supplies and equipment.

**ADMINISTRATIVE OFFICER •** HQT ENTERPRISES  
JULY 24, 2014 TO FEBRUARY 24, 2017  
VALENZUELA CITY, PHILIPPINES

Oversee day to day office operations, including handling correspondence, managing files, and organizing documentation. Manage office supplies, ensuring that inventory levels are adequate and ordering new supplies as needed. Support the recruitment, on boarding, and training of new staff members. Provide general administrative and clerical support including not limited to mailing, scanning, faxing, and copying to management and perform data entry.