



LIEZL CELESTIAL NECESARIO

CONTACT

☎ +971-563094510

✉ zhelnecesario@gmail.com

📍 Quality Care Building, Lulu St.
Corniche, Abu Dhabi, UAE

PROFESSIONAL SUMMARY

I am a highly motivated individual passionate about my career, known for being hardworking and dedicated to my work. With excellent interpersonal communication skills, I am flexible in tasks and a quick learner. I can work independently or as part of a team, being responsible, friendly, and honest, with a strong willingness to learn. I am a team player who can maintain a sense of humor even under pressure, which helps me navigate challenges effectively and contribute positively to any work environment.

WORK EXPERIENCE

Majid Al Futtain, Abu Dhabi, UAE

December 7, 2017 – Present

Business Cycle Assistant Manager

- Enhance time and productivity by streamlining processes, reducing administrative tasks, and ensuring efficient workflow management.
- Control the inflow and outflow of goods and data, coordinating and following up on the implementation of company standards, including procedures, communication, decoration, and labeling.
- Oversee the creation and maintenance of databases, including item, supplier, and promotion information, ensuring targets are met.
- Manage the ordering department, including placing and monitoring orders and deliveries, to ensure they align with business objectives and avoid overstock or stockouts.
- Conduct regular audits to ensure compliance with company standards and identify areas for improvement.
- Collaborate with the management team to develop action plans aimed at ensuring the proper implementation of procedures and company standards.
- Anticipate potential risks and raise awareness of best practices within the company to mitigate them.
- Monitor and analyze key business indicators, proposing corrective measures to improve store performance and achieve business goals.
- Provide monthly reports on key business indicators to the Business Cycle Manager, offering tools and insights to enhance commercial results.
- Ensure accurate management of stock levels, both in terms of quantities and value, to optimize inventory and meet real-time requirements.
- Maintain accuracy in item information and sales data, ensuring that all records are up-to-date and reflect actual business operations.

SKILLS

- Computer Proficiency
- Reports Generation and Analysis
- Quick Learner
- Verbal and Written Communication
- Financial Records and Processing
- Microsoft Excel
- Positive Learning Process
- Multi-tasking Management
- File & Records Maintenance
- Microsoft Office Applications

TECHNICAL SKILLS

- Microsoft Office Suite (Excel, Word, PowerPoint)
- ERP Systems
- Data Analysis Tools

EDUCATION

Bachelor of Science in Information Management

University of Rizal System, Morong, Rizal, Philippines

January 2002 – March 2006

WORK EXPERIENCE

FUCOM LLC, Dubai, UAE

December 1, 2015 – December 06, 2017

Data Entry Supervisor (IT Country)

- Managed various market departments, including Fruit and Vegetable, OPSS, Butchery, Fishery, Bakery & Pastry, Cheese, Coffee Shop, and Delicatessen.
- Created barcodes for items and prepared data for input into databases, ensuring accuracy and compliance with company standards.
- Updated records and information in the database, ensuring that data is accurate, complete, and up to date.
- Received and audited documents and information to be entered, ensuring that all data was properly compiled and sorted according to priorities.
- Verified the accuracy of data before entry and performed quality checks to maintain data integrity.
- Prepared and sorted documents and data sheets to streamline the data entry process and establish entry priorities based on business needs.
- Ensured that accurate data was entered into the database, maintaining a high level of precision and attention to detail.

FUCOM LLC, Dubai, UAE

August 1, 2015 – November 31, 2015

E-commerce Supervisor

- Managed the operations of the e-commerce department, ensuring efficient order processing and customer satisfaction.
- Handled PCF operations, preparing and distributing cash to drivers for their deliveries.
- Maintained and updated customer orders in the system, ensuring timely and accurate processing.
- Checked and packed items for customer orders, ensuring accuracy and quality control.
- Coordinated the dispatch of items, ensuring timely delivery to customers.

LANGUAGES

- English
- Tagalog

REFERENCES

Ms. Jazzie Mae Napalan

Business Cycle Manager
Majid Al Futtaim Hypermarkets LLC
LLC Carrefour Marina Mall
Mobile No.+971504435276

WORK EXPERIENCE

FUCOM LLC, Dubai, UAE

January 1, 2013 – July 31, 2015

Data Encoder

- Enhanced effectiveness by providing information management support, maintaining a high quality of work that met company standards and job specifications.
- Prepared reports using MS Office tools and handled clerical tasks including filing, recording, encoding, and emailing.
- Demonstrated strong multi-tasking and organizational skills, professional behavior, and effective communication abilities.
- Raised reorder forms for Geant Hypermarket, uploaded and updated items on the online website, and linked requested items to the website.
- Coordinated with accounts documents, monitored daily stock positions, and tracked slow and fast-moving items.
- Provided support in coordinating deliveries and follow-ups with suppliers, ensuring timely and efficient supply chain management.
- Dealt with telephone inquiries professionally and competently, and monitored sales daily, especially for promotional items.

FUCOM LLC, Dubai, UAE

August 3, 2012 – December 31, 2012

Cashier

- Followed standard operating procedures to ensure smooth and efficient cash handling operations.
- Greeted customers entering the store, providing friendly and efficient service.
- Managed daily cash deposits, ensuring that all transactions were recorded and deposited in the safe room securely.
- Assisted customers with inquiries and provided product information, contributing to a positive shopping experience.
- Collaborated with team members to maintain a clean and organized cashier area, ensuring a professional store appearance.