

**RODOLFO JR SANTOS GARCIA**

Emirates National Oil Company, LLC

ZOOM Market (DORRA BAY, MARINA) PO BOX 5589

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**OBJECTIVES**

**To team-up and grow with a dynamic, equal opportunity and reputable employer/company where I could utilize my experiences, skills and potential.**

**EDUCATIONAL BACKGROUND**

College : BS **Psychology**

 Far Eastern University Manila, Philippines (FEU)

**WORK EXPERIENCE**

 **SITE IN CHARGE- ZOOM MARKET (ENOC)**

 **ZOOM Market branch (JUNE,2015 – Present)**

 **Emirates National Oil Company (ZOOM Market)**

Duties and Responsibilities:

* Responsible for the overall operation of the site including all activities

and has accountability for the performance of Convenience Store and

overall site presentation. And the principal accountabilities are Customer Service, Site

Management, Administration Responsibilities, Merchandise Management, Financial

Management, Operations and Maintenance, Staff Supervision, and Health Safety,

Security, Environment (HSSE). Where energy management system is applicable, SIC will

comply with EnMS requirements by maintaining optimum energy efficiency and water consumption.

* Ensure that the sales target is being met according to the given monthly sales budget.
* Responsible for maintaining stocks and monitoring base on the sales to avoid out of stocks.
* Responsible for the professional management, guidance and leadership of all staff that outstanding levels of customer service are always maintained.
* Ensure that all stocks are always merchandised professionally.
* Monitor all expenses relating to the site relating to the site operation to ensure these remain budget limit.
* Entering purchased invoices and return invoices daily.
* Ensure the company maintenance procedures are implemented and documented.
* Responsible for daily cash deposit.

**ACTING SITE IN CHARGE**

**Handling ZOOM Market branch (OCT 2011- MAY 2015)**

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* Ensure the company maintenance procedures are implemented and documented.
* Responsible for daily cash deposit.

**Shift in Charge (AUG,2008 – OCT 2011)**

**Emirates National Oil company**

Duties & Responsibilities:

* Responsible for professional management, guidance and leadership of all site staffs.
* Ensure that the company operation procedures are being implemented and documented.
* Preparing and placing stocks orders and supervising their receipts.
* Ensure that all guidelines and promotional programs are implemented.
* Responsible for smooth operation of the site during the assigned shift.
* Responsible for cash daily collection and banking in absence of the Site manager.

**Sales Assistant (AUG,2005 –JULY, 2008)**

**Emirates National Oil Company**

Duties & Responsibilities:

* Responsible for cashiering and cash reconciliation in the end of the shift.
* Implements controls on product display and expiration dates of each merchandise.
* To do replenishing of products to the gondola and to execute updates for each display as per POG.
* To provide customer satisfaction and assist them in their needs.
* To adhere with all company procedures and standards at all times to professional ways.
* Promoting new products to increase sales and to achieve the site target profit.
* Maintaining store cleanliness.

**TRAINING RECORD**

JUNE 14, 2016 **Health,Safety and Environment** ENOC Training Center

MAY 10& 11, 2023 **Person in Charge (PIC Level 2)**  ENOC Training Center

OCTOBER 15, 2020 **IMS & EnMs Training** ENOC Training Center

APRIL 12, 2022 **First Aid Training** Occupational Health Clinic, ENOC House 3

April 05, 2010 **BASIC FOOD SAFETY** ENOC Training Center

MAY 2015 **Basic Supervisory Training** EPPCO Training Center**.**